SUBJECT.

Office manual.

1

V-103/E

SCANNED

G.O. No. 2. E. & G. 26th June 1916.

Approves of the draft Office manual and directs the introduction of the Disposal number system in his office from 1st July 1916. in the Sanitary Corps Office.

G. R. S. 75
Number
19.9.16

1

G.R.S. 11]

1913-14

GENERAL AND REVENUE SECRETARIAT.

(G.A.B.)

NOTES.

G.A. File No. 12-13

FILE HEADING.

Office manuals and Standing orders

From

The Sanitary Commissioner with the Govt. of Mysore

No. 4535 Dated 21.4.1914 Received 22-4-14.

Diary No. 114	Enclos. 1 file. Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

States that there is no office manual or Rules of office procedure for his office and that a set of Standing orders of Govt. is maintained

NOTES AND ORDERS.

1 The Sanitary Commissioner's office Establishment is large enough containing 8 clerks and one draughtsman. Being a head office, it seems necessary that the work therein should be regulated by an office manual

NOTES—First Sheet.

GPB—35,000--15-6-12

General and Revenue Secretariat.

G.A. File No. 1612 of 1914.

Serial No.

The subordinate offices contain very few clerical staff and the work of the officers is more executive and technical.
Submd for orders
11/12

Put up all the papers received with the comm's
12/12

Haps S & T.

3 The papers referred to are submd
12/12/14

4 Obtain from Br IV a copy of the Public Health Manual (Draft) and see if the orders now sent are not summarised in it.
16/12

Reg. in Sect. [illegible] on 17/12/14

5 The Public health manual deals only with the work of the Executive officers of the Sanitary deptt. Copy obtained from Branch IV and submd.
31/12
4/1/15

6 Put up a draft letter to S.C asking him to have an office manual prepared for his office
4/1/15

Draft sent
5/1/15

NOTE—Contn. sheet.

GPB—25,000—2-11-14

G. R. S. 12]

General and Revenue Secretariat.

E. A File No. (G) 12 of ~~1913-14~~.

Serial No.

8 For approval or other orders.
The date for the submission of the draft manual is provisional. It will be revised, if necessary, when issuing the letter if the time available should be too short

Approved. Please issue this circular drafts before 6/1/15 tomorrow evening

Dwer 7/1

56 To The ~~Secretary General~~ Samy Comm with the Govt. of India.
Letter No. 2459 of 7.1.15 requesting to have an office manual prepared and to submit the draft by end of March 15.

10 In reply to a reminder to the Secretary Commission, he says that the office manual is undergoing preparation and that the draft will be ready about the end of April 1915.
Asst Sec's orders:- "Note & remind at the proper time". Subd. 8/4/15

11 In reply to a 3rd reminder (letter No. 569 of 6.7.15) the Samy Comm says that the office manual is nearing completion & will be submitted by the 25th inst.
Filed
17/7
To be subd on 25th
20/7

NOTE—Contn. sheet.

GPB—25,000—2-11-14

4

G. R. S. 12]

General and Revenue Secretariat.

File No. [illegible] of 1913.

Serial No.

92 From the Sanitary Comr in Mysore, Letter No. 6659 of the 4 August 1915 submitting a draft manual for his office.

13 As in the case of the manual of the Senior Surgeon's office, the sects: manual is followed in many respects; maintenance of character roll is provided for, and some rules contained in the printed note on the Disposal Number system are adopted (e.g. para 105) for record arrangement which would be inappropriate without adopting the rules pertaining to the form of registers of inward and outward correspondence. In the event of the disposal number system not being adopted many of the paragraphs (Nos 96 to 112) require revision. A statement of reports & returns due to & from the office and lists of records to be permanently preserved or destroyed at fixed intervals should be appended to the manual to make it complete.

What is the opinion re Disposal No. system.

Subd
21/9

14 The Sany Comr is not in favor of adopting the Disposal No. system in his office where the letters that come up

NOTE—Contn. sheet.

GPB—20,000—30-6-15

S

G. R. S. 12]

General and Revenue Secretariat.

S.A. File No. (G) 2 of 191~~3~~.

Serial No.

for disposal do not generally involve lengthy correspondence.

This only when it is settled that the system should be universally adopted, the provision thereof could be incorporated in an office manual. File is also put up

Filed
Note
12/10.15

This file may be sub-d after orders are passed on the disposal number system - In the meantime I shall speak to the S.C when I see him about the manual of the Senior Surgeon's office - vide file on that subject

NLL
12/11

Sus Shelf
12/11/15

D.O. of the 19th January 16 to the Army Comdr requesting to be informed if the revision of his office manual as arranged in the personal interview on 9th Dec 1915 has been completed.

Reply D.O. No. 67 of the 21st January 16 stating that the modifications needed may be effected in the manual and the manual sent to him when he would further revise it in case there be any practical difficulties.

Filed
Note
27/1/16.

Make the corrections pointed out in person

NLL
28/1.

NOTE—Contn. sheet.

G. R. S. 12]

6

General and Revenue Secretariat.

E.A. File No. 61/2 of 191

Serial No.

Off: D.O. to Santy Comr: Orlds.

Issue 11/2.

18

Issue 14/2

Issued

By 15-2

Reminder 6/3.

Reminder on 8-6-16.

Sanitary Comr's D.O. No: 113 of the 15th June 16 submitting the revised manual and proposing to introduce the Dis: No: system in his office from the 1st July next, if the revised manual is approved by Gen.

18 In the revised manual, the Sr: Surgeon has retained 3 series A, B, & C under the Dispatch no: system, while in the previous rules only two series A & D are contemplated. The appendices contain lists of regs: to be maintained, schedule of records to be preserved permanently and those to be destroyed at intervals and a list of periodical reports & returns both incoming & outgoing. In the latter the authority prescribing has not been noted.

Filed

Issue 17/6.

Orders passed under may be issued to Sanitary Commr. in proper order

NOTE—Contn. sheet.

GPB—70,000—17-12-15

G. R. S. 12]

I

General and Revenue Secretariat. | E&AG File No. 2 of 191

Serial No.

20 I saw the Sanitary comm some time back (under the Secretary's instructions) and made some suggestions about the office manual which he has accepted in the revised draft. The adoption of the Disposal number system of correspondence recently introduced in the Rev Dept is the outstanding feature of the Manual. There is however one difference in point of detail. The Sanitary comm proposes to have 3 series of disposals (as originally contemplated in the draft rules of the Disposal number system) instead of two, as recently decided with reference to the Rev Dept. The change may be permitted as it will enable us to judge the relative merits of the two arrangements.

21 A draft order approving of the manual is put up for consideration.

N Raghavaiah
Extraordinary Member) 21/6/16

22 Draft approved by the Extraordinary Member.
24.6.16 [illegible]

23 Done today
[illegible]
28/6

NOTE—Contn. sheet.

GPB—70,000—17-12-15

General and Revenue Secretariat. | E. A. G. File No. 2 of 1916.

Serial No.

2.

The Sanitary Commissioner Mysore Govt.

G.O. No 218. A.G. dated 26th June 1916

Approves of the Dept. office manual and directs the introduction of the Disposal number system in his office from 1st July 1916.

C.7. mis 3235-15.

Copy forwarded with the file to Branch IV for information.

26.6.16

Submitted

28.6.16

VIII

A copy of the printed manual may be obtained for reference when needed

20/7/16

21/7/16

Draft letter to Sany Comr. sending the draft manual for noting the corrections made in appendix II and ~~sending~~ furnishing this office with a copy of the manual is put up.

Submitted

5/8/16.

Issue

7/8/16

NOTE—Contn. sheet.

G. R. S. 12]

B

9

General and Revenue Secretariat.

E & G File No. 2 of 191

Serial No.

Letter no. 2 - E. & G. dt 8. 8. 1916 to the Sanitary Commissioner in Mysore returning the draft manual of his office for noting the corrections made therein and return.

Sany. Comr's Wtg. No. G.C. 952 dt 4.9.16 returning the draft office manual after noting the corrections.

Filed
[illegible]
8/9.

[illegible]
8/9

NOTE—Contn. sheet.

10

D. 114

Department of Public Health in Mysore.

OFFICE OF THE SANITARY COMMISSIONER
WITH THE GOVT. OF MYSORE,

Bangalore, dated the 21st *April* 1914

No. 4535
ENC. 1 file

From

T.V. Arumugam Mudr., Esq., R.B.,
Sanitary Commissioner with
the Government of His Highness the
Maharajah of Mysore, BANGALORE.

To

K.R. Srinivasa Iyengar Esq., M.A.,
Secretary to the Government of His
Highness the Maharajah of Mysore,
General & Revenue Departments,
BANGALORE.

SIR,

With reference to your letter No. 51-99/E.A., I have the honor to forward a copy of each of the departmental circular orders and instructions issued from time to time. A set of standing orders of Government relating to the Department is maintained and those of which spare copies are available are enclosed.

2. There is no office manual or Rules of procedure relating to the office.

I have the honor to be,
Sir,
Your most obedient servant,

T.V. Arumugam

Sanitary Commissioner.

P.H.

S. A. B
Dr
22/4

Department of Public Health in Mysore

From

THE SANITARY COMMISSIONER
IN MYSORE, BANGALORE.

To

THE SECRETARY TO GOVT.,
GEN. & REV. DEPTTS,
BANGALORE.

Dated

Despatched

Received

General No. 4535

No.

Enclosure No. 1 file

SUBJECT.

Forwarding a copy of each of the departmental Circulars orde and instructions issued from time to time and a set of standing orders of Government

V.R. SOOBBIAH AND SONS, PRINTERS, FORT, BANGALORE—10

INDEX TO DEPARTMENTAL CIRCULARS.

-+++-

Dispensary Vaccination.

Vaccination work in the town to form part of the regular duties of Medical Subordinates, vide

Cir. No. 1977-85 dated 2 -1-1908
Cir. No. 3700- 7 dated 24-3-1908
Cir. No. 4172-80 dated 22-4-1908

Medical Subordinates to set one morning a week apart for going round the village on vaccination work, vide

Cir. No. 2946-54 dated 2-12-1908.

District Sanitary Assistants.

Should receive personal instructions from the Deputy Commissioners once in a month, vide

Cir. No. 1089-96 dated 5-9-1912.

Epidemic Diseases.

Whenever epidemic disease prevail in the Districts the District Sanitary Officer should send in a daily report to the Sanitary Commissioner in Mysore, vide

Cir. No. 2695 dated 18-1-1913.

Any report of epidemic disease received by local Medical Officers or subordinates should be forwarded immediately to the District Sanitary Officer; pending whose arrival the medical relief of sufferers should be attended to, vide

Cir. No. 5815-36 dated 1-6-1910.

Epidemic Diseases Hospitals.

The Health Officer is the Ex-officio Medical Officer in charge of the Epidemic Diseases Hospital, vide

Cir. No. 1628-29 dated 23-10-1908.

Head Quarters.

Period that a District Sanitary Assistant or Deputy Inspector of Vaccination may stay at Head Quarters, vide

Cir. No. 3380-87 dated 24-1-1911.

Kurnul system of Vaccination.

District Sanitary Officers to send in monthly lists of Patels not co-operating with Vaccinators, vide

Cir. No. 3028-36 dated 24-1-1910

Malarial Index.

A record of the Malarial index of the town to be maintained in every Dispensary, vide

Cir. No. 3571-698 dated 15-2-1910

Medical Inspection.

Arrangements for the Examination and treatment of sickly children attending the Government and Grant-in-aid Schools in towns and unions, vide

Cir. No. 4706-14 dated 1-5-1909
Cir. No. 332-39 dated 17-5-1909

Medical Treatment.

Treatment of Plague patients privately not to be undertaken by the Medical Subordinates of the Bangalor and Mysore Cities without the special sanction of the local Health Officer, vide

Cir. No. 2738-39 dated 3-2-1908.

Plague charges.

Amounts required for the Taluks for immediate disbursement to be drawn by the Deputy Commissioner

Commissioner on Abstract Contingent bills and remitted to Taluks by means of cash orders, vide

Cir. No. 435-42 dated 2-7-1911.

Procedure.

District Sanitary Officers not to forward original papers including vernacular records unless accompanied by a brief memorandum embodying all the material points, vide

Cir. No. 4716-23 dated 18-4-1911.

Partisanship.

Members of the Sanitary Department not to be partisans in local, political, social or religious functions, vide

Cir. No. 2847-58 dated 16-1-1909.

Sanitary Record.

Copies of the Sanitary Records to be passed on without delay, vide

Cir. No. 4796-4803 dated 22-4-1911.

Schools.

Children in Government and Grant-in-aid Schools in any town or union to be periodically exemined by the local Medical Officer, vide

Cir. 4706-14 dated 1-5-1909.
Cir. No. 332-9 of 17-5-1909.

In stations where there 8 or 10 schools only 2 schools a week may be examined, vide

Cir. No. 1518-26 dated 27-9-1909.

Sanitary defects noticed on visiting a school to be communicated to the Deputy Inspector of Schools for necessary action, vide

Cir, No. 4715-23 dated 1-5-1909.

Shed Materials.

All bills on account of shed materials supplied by the Forest Department to be sent to Comptroller for adjustment through the Sanitary Commissioner, vide

Cir. No. 1289-97 dated 19-9-1911.

Unprotected lists.

Sub Assistant Surgeons to maintain correct lists of children unprotected against Vaccination, vide

Cir. No. 3236-363 dated 3-2-1910.

Vaccination.

Vaccinators should see that no attempts to rub off the vaccine virus are made for at least 5 minutes after its insertion, vide

Cir. No. 423-34 dated 21-7-1909.

Vaccine lymph.

Indents for vaccine lymph to be for quantities not less than for 15 cases at a time, vide

Cir. No. 4501-12 dated 21-4-1913.

Supplies of fresh paste ought to be used in preference to old supplies, vide

Cir. No. 1045-52 dated 27-8-1909.

When lymph is inefficient or gives rise to rashes or ulcers the fact should be reported to the Sanitary Commissioner as well as to the Superintendent of the Vaccine Institute, vide

Cir. No. 5265-23 dated 1-6-1909.
Cir No.. 829-37 dated 14-8-1909.

To prevent waste of lymph which would otherwise be despatched periodically Vaccinators should give timely intimation to the Superintendent, Vaccine Institute when they go on leave, vide

Cir. No. 1402-9 dated 30-9-1913.

Lymph should be indented for only on the prescribed printed forms, vide

Cir. No. 2369-76 dated 20-12-1913

Vaccination Department.

Transfer of control to the District Medical and Sanitary Officers, vide

Cir. No. 648-55 dated 26- 8-1907.
Cir. No. 1638-46 dated 13-12-1907.

Powers of District Sanitary Officers over Vaccinators, vide

Cir. No. 27-1-1911.

Vaccination State.

A record of the vaccination state in the town to be maintained in every Dispensary, vide

Cir. No. 3571-698 dated 18-2-1910.

Water Supply.

A record of the results of the analysis of the main drinking water supplied for the town to be maintained in every Dispensary, vide

Cir. No. 3571-698 dated 15-2-1910.

Points to be observed in collecting and sending samples of water to the Chemical Examiner and Bacteriologist to the Government of Mysore for analysis, vide

Cir. No. 4660-787 dated 4-4-1910.

Docket No. 2369-76 dated the 20th December 1913 from the Sanitary Commissioner in Mysore to all the Dist. Medical & Sanitary Officers.

-+++-

It having been brought to notice that much delay occurs on account of Vaccinators sending in their indents for paste in manuscript and addressing them to the Deputy Inspector or Inspector of Vaccination, has the honor to request that instructions may be issued to all the Vaccinators in his District directing them to send in their indents in future in the prescribed printed form whereon the address " Vaccine Institute " is clearly printed.

Sd/- P.S. Achyuta Rao.
Sanitary Commissioner.

M E M O .

No.) 24377)))
20-12-1913

Copy is forwarded to the Officer in charge of the Vaccine Institute, Bangalore for information with reference to his letter No. 334 dated the 7th Instant.

" Copy "

For Sanitary Commissioner.

P.H.

Circular No. 1402-9 dated the 30th September 1913 from the Sanitary Commissioner in Mysore to all the District Medical & Sanitary Officers.

-+++-

Instances have been brought to the notice of the undersigned that the fortnightly supplies of vaccine paste issued to Vaccinators are at times returned after some delay to the Vaccine Institute which is mainly attributed to the absence of Vaccinators in leave. This results in an unnecessary waste of lymph which could be avoided by the Vaccinators giving timely intimation to the Superintendent, Vaccine Institute when they go on leave in order that no supply may be sent to them during the period of their absence. The District Sanitary Officer is requested to issue instructions accordingly to the Vaccinators for information and strict attention.

" Copy "

M Srinivasaraw

~~For~~ Sanitary Commissioner.

P.H.

Circular No. 4105-12 dated the 21st April 1913
from the Sanitary Commissioner in Mysore to all the Dist.
Medical & Sanitary Officers.

-+++-

It has been brought to notice that several Medical Subordinates have been indenting for only very small quanti quantities of vaccine at a time. As vaccine when issued in such small quantities to mofussil stations becomes dry and inert during transmission or soon afterwards, Medical Subordinates are hereby enjoined not to indent for quantities less than enough for 15 cases at a time, unless the station is on the Railway line and the supplies sent are received on the date of despatch.

Sd/- P.S. Achyuta Rao.
Sanitary Commissioner.

Sany. Commr's Memo No. 4113 dated 21-4-1913.

Copy is forwarded to the Officer in charge of the Vaccine Institute, Bangalore for information with reference to his letter No. 648 dated the 11th April 1913.

"Copy"

M Srinivasarao

For Sanitary Commissioner.

P.H.

Docket No. 2695-8 dated the 18th January 1913
from the Sanitary Commissioner in Mysore to all the Dist.
Sanitary Officers of Districts.

-+++-

Has the honor to request him to be good enough to send in, in future, a daily report of Cholera, Plague or other infectious diseases - whenever such prevail in the District indicating the extent of prevalence and the steps taken by him for preventing the spread of the disease.

" Copy "

For Sanitary Commissioner.

P.H.

Circular No. 1289-97 dated the 19th September 1911 from the Sanitary Commissioner in Mysore to all the Deputy Commissioners of Districts.

-+++-

It is observed that bills on account of shed materials supplied by the Forest Department for distribution to the people are in many cases being sent direct to the Comptroller in Mysore without reference to this office. Has the honor therefore to request the Deputy Commissioner to be so good as to forward all such bills to this office in the first instance whence they will be transmitted to the Comptroller for adjustment after obtaining the sanction of Government wherever such action is needed.

" Copy "

Srinivasaran

Sanitary Commissioner.

P.H.

Circular No. 435-42 dated the 22nd July 1911 from the Sanitary Commissioner in Mysore to all the Deputy Commissioners of Districts.

-:::-

It is observed by the Comptroller in Mysore that in the course of audit of contingent bills of the Plague Department, amounts drawn on abstract contingent bills by the Amildars of the Taluks are not accounted for in time by submitting detailed contingent bills regularly, and that in some cases a lump sum is drawn on one abstract contingent bill which is accounted for piece meal contrary to the provisions of Articles 84, & 84 A of the Civil Account Code.

The undersigned has the honor to request the Deputy Commissioners of Districts that with a view to remedy the above defects, the amounts required for the Taluks for immediate disbursement may be drawn on abstract contingent bills and remitted by means of cash orders i-e Taluks cheques. Instructions have accordingly been issued by the Comptroller in Mysore to the Treasury Department

" Copy "

for Sanitary Commissioner.

P.H.

Circular No. 4796-03 dated the 22nd April 1911 from the Sanitary Commissioner in Mysore to the District Medical & Sanitary Officers of all Districts.

-+++-

As instances of delay in the circulation of the Sanitary Record have been reported to this office, has the honor to request the District Medical and Sanitary Officer to be so good as to see that the journal is passed on as speedily as possible so that the time limit prescribed is under no circumstances exceeded. Care should be taken that the facing sheets do not get lost in circulation.

" Copy "

Sanitary Commissioner.

P.H.

Circular No. 4716-23 dated the 18th April 1911 from the Sanitary Commissioner in Mysore to all the Dist. Medical & Sanitary Officers.

-+++-

It is observed that when referring for the orders of the Sanitary Commissioner, cases of dereliction of duty on the part of Vaccinators etc., the original papers including Canarese records are very often merely transmitted for disposal, without the opinion of the District Sanitary Officer and unaccompanied by a summary of the facts of the case. This procedure leads to much unnecessary correspondence and retards the disposal of the matter. Has the honor to request therefore that in all such cases a brief memorandum written on half margin embodying all the material points be submitted: the original records enclosed with the memo are to be considered as intended only for possible reference.

" Copy "

Sanitary Commissioner.

P.H.

Docket No. 3451 dated the 27th January 1911 from the Sanitary Commissioner in Mysore to the District Sany. Officer, Mysore District.

-+++-

His letter No. 140 dated the 23rd Ultimo requesting instructions as to the powers he may exercise over Vaccinators.

In reply, has the honor to lay down the following for guidance:

(1) Casual or other short leave may be granted which does not entail acting arrangements involving extra cost to Government, the leave so granted being embodied in the monthly returns submitted to this office.

(2) A vaccinator may be warned or fined if necessary, the amount of fine not exceeding one rupee in each case. The particulars of the fine so levied should be embodied in a separate monthly statement to be furnished hereafter to this office.

(3) Vaccinators trained in the Vaccine Institute and possessing a certificate of training may be appointed for temporary vacancies subject to the approval of the Sanitary Commissioner.

Sd/- P.S. Achyuta Rao.
Sanitary Commissioner, M.C.

MEMO.

Copy is forwarded to the other District Medical and Sanitary Officers or District Sanitary Officers as the case may be for information.

" Copy "

Sanitary Commissioner.

P.H.

Circular No. 3380-87 dated the 24th January 1911 from the Sanitary Commissioner in Mysore to all the Dist Medical and Sanitary Officers.

-+++-

As it seems desirable to define the period of stay of the Deputy Inspector of Vaccination and District Sanitary Assistants at Head Quarters, a maximum of 10 days in the month is laid down with the proviso that thi limit should not, unless there is heavy work at Head Quarters, be reached ordinarily a period of 8 days' stay is considered sufficient.

" Copy "

Sanitary Commissioner.

P.H.

Circular No. 5815-36 dated the 1st June 1910 from the Sanitary Commissioner in Mysore to all the Hospl. Assistants in charge of the L.F. Dispensaries in the Mysore District.

-:-:-

Now that a full time Health Officer has been appointed for the Mysore District, it shall be the duty of the Hospital Assistants to forward to him immediately any report of epidemic diseases that may be received by them from Revenue or other officers, to attend at once to the medical aid of sufferers, and to advise as to sanitary measures pending the arrival of the District Health Officer himself; but formal reports of the progress of epidemics etc shall form no part of the duties of the Hospital Assistants.

2. A monthly report in post-card form of the cases the Hospital Assistants have vaccinated during the month, shall be furnished to the District Health Officer, - such cases being all duly entered in the proper register, for his inspection when he visits the town.

" Copy "

Sanitary Commissioner.

P.H.

Circular No. 4660-787 dated the 4th April 1910 from the Sanitary Commissioner in Mysore to all the Hospl. Assistants employed in the State.

-+++-

In sending samples of water for analyses to the Chemical Examiner and Bacteriologist to Government, for purposes of this office circular No. 3571-698 dated the 15th February 1910, at least half a gallon of each sample together with the following information should be furnished:

(1) Place, date and hour of collection,

(2) Source of sample,

(3) If from well, the approximate depth,

(4) Characters of the soil and sub-soil,

(5) Rainfall, if any, during previous week, and

(6) Nature and distance of any evident or possible source of ~~population~~ pollution.

" Copy "

Sanitary Commissioner.

P.H.

Circular No. 3571-698 dated the 15th February 1910 from the Sanitary Commissioner in Mysore to all the Hospl. Assistants employed in the State.

-+++-

In every Dispensary should be hung in a conspicuous place on the wall a card carefully dated showing the results of the analysis of the main drinking water supplied for the town, the Malarial index and the Vaccination state the information being also kept in the office records.

" Copy "

Sanitary Commissioner.

P.H.

Circular No. 3236-363 dated the 3rd February 1910 from the Sanitary Commissioner in Mysore to all the ~~Dist.~~ Hospital Assistants employed in the Mysore State.

-+++-

In taking the number of unprotected children of 14 years and under, the Hospital Assistant is to enter their names etc in the printed Vaccination Register form, deviding the heading " Residence " into " Street, door No." He is then to endeavour to get them all vaccinated, ticking off those done with in red ink, and entering those names afresh in the regular Vaccination Register. He will also carefully file by themselves the monthly return of Births furnished by the Patel, see to the Vaccination of the children in due course, ticking them off in red ink as they are done and entering their names in the regular Vaccination Register. Any Hospital Assistant not possessing a printed Vaccination Register in Book form will indent for the same on the office of the Sanitary Commissioner in Mysore through the District Medical and Sanitary Officer, who will see that the indent is attended to without delay.

" Copy "

Sanitary Commissioner.

P.H.

Circular No. 3528-36 dated the 24th January 1910 from the Sanitary Commissioner in Mysore to all the Dist. Medical & Sanitary Officers.

-+++-

With the introduction of Kurnul System of Vaccination and with the transfer of the Vaccination Department to the direct control of the District Medical and Sanitary Officers, it was expected that vaccination work would increase considerably. On the other hand it is observed that the work is nevertheless not making satisfactory prog progress. In certain Districts the number of vaccination done has been going down. The District Medical and Sanitary Officers are requested to state the causes that lead to the unsatisfactory work. Complaints are often heard that the local Revenue authorities are not affording sufficient help. As such general statements cannot be of much use, the District Medical and Sanitary Officers are requested specific instances in which such help has not been given. Where every month a number of patels or other local authorities have not been helping the Vaccinators, a list of such patels, with other particulars should be forwarded to this office for the needful being done.

It is particularly requested that the District Medl. and Sanitary Officers will take special interest in seeing that the work of vaccination progresses satisfactorily in their respective Districts.

" Copy "

Sanitary Commissioner.

P.H.

Circular No. 1518-26 dated the 27th September 1909 from the Sanitary Commissioner in Mysore to all the District Medical & Sanitary Officers.

-:-:-

With reference to this office circular No. 332-29 dated the 17th May 1909 regarding the fortnightly medical inspection of schools by local Medical officials, it is reported that the examination of children so frequently may not be possible at all stations. Where 8 or 10 schools exist the present arrangement would mean that a school to be examined every ~~day~~ other day, which is not practicable, as the examination has to be made at an hour that fits in alike with the current work of the school master and of the Medical Examiner. The District Medical and Sanitary Officers are therefore informed that in stations where there are 8 or 10 schools it would suffice if 2 schools a week be examined. The Medical Officials under them may be directed accordingly.

" Copy "

Sanitary Commissioner.

P.H.

Docket No. 1045-52 dated the 27th August 1909
from the Sanitary Commissioner in Mysore to all the Dist.
Medical and Sanitary Officers.

-+++-

Has the honor to request him to be so good as to instruct the Hospital Assistants to indent for and get supplies of fresh paste as often as may be necessary for use in Vaccination rather than keeping old supplies which after prove ineffective. In small quantities vaccine gets dry and inert very soon. The Superintendent of the Vaccine Institute reports that there will be no inconvenience in supplying vaccine on the indents of Hospital Assistants received as often as may be necessary. But care should be taken that quantities not likely to be used are not indented for and thereby wasted.

" Copy "

M Srinivasamurti

Sanitary Commissioner.

P.H.

Circular No. 829-37 dated the 14th August 1909 from the Sanitary Commissioner in Mysore to all the Dist. Medical and Sanitary Officers.

-+++-

The District Medical and Sanitary Officers and the Deputy Inspectors of Vaccination are hereby directed that when any sample of vaccine paste has been found inefficient the matter is to be reported direct to the Superintendent, Vaccine Institute and the remainder of the sample, if any, is to be sent at the same time to that officer. Copy of his report to the Superintendent is to be sent to this office for information at the same time as per circular No. 5265-73 dated the 1st June 1909.

" Copy "

Sanitary Commissioner.

P.H.

Circular No. 423-34 dated the 21st July 1909 from the Sanitary Commissioner in Mysore to all the Dist. Medical and Sanitary Officers.

-+++-

The following instructions in regard to Vaccination are circulated to the District Medical and Sanitary Officers and Health Officers for information and circulation to all their subordinates:

Preliminary experiments at the Vaccine Institute indicate that the operation of vaccination may be rendered null and void by rubbing off the virus with a rag as late as 5 minutes after its insertion. Vaccinators should, therefore, be observant and see that no attempts to rub off the vaccine virus are made for at least 5 minutes after its insertion. The better the virus is rubbed in, the less chance of its being removed subsequently.

" Copy "

Sanitary Commissioner.

P.H.

Draft Copy

Circular No. 5265-23 dated the 1st June 1909
from the Sanitary Commissioner in Mysore to all the Dist.
Medical and Sanitary Officers.

-+++-

Has the honor to request him to be so good as to ask the Medical Subordinates and Vaccinators working in his District to report to him whenever any particular supply of vaccine received by them is found to give more than 2% failures, or to raise vesicles not quite typical or the vesicles raised ~~by~~ are accompanied by rashes of any kind or are resulting in ulcers. The report should be clear and the number and date of the sample of vaccine used should invariably accompany it.

When any such reports are received the District Medical and Sanitary Officer will please forward the same to this office without delay with his own opinion as to whether the unsatisfactory result is due to the vaccine use or to faulty operation or after treatment.

" Copy "

Sanitary Commissioner.

P.H.

Docket No. 4715-23 dated the 1st May 1909 from the Sanitary Commissioner in Mysore to the District Medl. and Sanitary Officers of all Districts.

-+++-

In continuation of this office No. 4706-14 dated the 1st May 1909, has the honor to request that he will be so good as to direct his Local Fund Dispensary Hospital Assistants to communicate with the Deputy Inspectors of Schools when they find, on visiting a school, any Sanitary defects.

Copy "

Sanitary Commissioner.

P.H.

Circular No. 4706-14 dated the 1st May 1909 from the Sanitary Commissioner in Mysore to all the District Medical and Sanitary Officers.

-:::-

Has the honor to request that the District Medical and Sanitary Officer will be good enough to inform every Medical Officer or Subordinate in charge of Local Fund Dispensary or other Institution under him, that they should hereafter inspect all Government and Grant-in-aid schools in the town or union in which they are stationed, periodically every fortnight, with a view to examining the health of the children attending such schools. On visiting a school they should examine all sickly children and recommend such as they may think require it to undergo treatment. The names of such children will then be entered in a book to be specially kept for the purpose by the School Master and the children whose names are entered in the book will be required by the School Master to attend the Dispensary regularly at an hour that will not interfere with school work, till the Medical Officer or subordinate pronounces such attendance no longer necessary.

A quarterly statement of the number of children thus examined and treated with the result of treatment should be forwarded to this office for information.

" Copy "

Sanitary Commissioner.

P.H.

Circular No. 2847-58 dated the 16th January 1909 from the Sanitary Commissioner in Mysore to all the Dist. Medical and Sanitary Officers and the Superintendent, Vaccine Institute.

-+++-

I am in receipt of complaints that various members of the Sanitary Department, are partisans in local, political, social or religious factions, I wish it therefore to be known that I consider any such partisanship most objectionable on the part of any member of the Sanitary Department. A public sanitary man must be " all things to all men ", and must indulge in no procedures that may alienate any section of the community from him and thus render him a less useful official than he might otherwise be. I therefore require all my officers and subordinates to discontinue all connection with any movement that involves the formation of factions of any description and I shall consider any member of the Department who does not act up to the spirit of this circular to be unfit for position of responsibility.

" Copy "

M Srinivasaraw

Sanitary Commissioner.

P.H.

Circular No. 1628-29 dated the 23rd October 1908 from the Sanitary Commissioner in Mysore to the Health Officers of Bangalore and Mysore.

-+++-

As there seems to be some misunderstandings in regard to the position the Health Officers in the Cities of Bangalore and Mysore held towards the Epidemic Diseases Hospitals in their respective cities, these officers are now informed that they are Ex-officio " Medical Officers in charge " of these institutions responsible both for the management of the Hospital and treatment of the patients etc.

" Copy "

Sanitary Commissioner.

P.H.

Circular No. 4172-80 dated the 22nd April 1908 from the Sanitary Commissioner in Mysore to all the Dist. Medical & Sanitary Officers.

-+++-

This office circular No. 1977-85 dated the 2nd January 1908 directing that Hospital Assistants working in the Local Fund or Municipal Dispensaries may be entrusted with Vaccination work in their station.

Has the honor to point out that by the above circular it was meant that the work of vaccination may be entrusted to Hospital Assistants as part of their regular duties, It was never intended that the Hospital Assistants should attend to vaccination work neglecting their work in the Dispensaries as is reported to have been misapprehended by certain Districts Medical and Sanitary Officers. The District Medical and Sanitary Officers are therefore requested to see that the work of vaccination does not interfere with the other work of the Hospital Assistants and at the same time that the Hospital Assistants do take real interest in the important work of vaccination in their towns and show appreciably good results. As medical subordinates in charge of stations, they are more intimately known to the people than most others and the respect and confidence they generally command ought to help them in pushing on vaccination work more successfully than any body else and that without interfering with their other work. It would of course be convenient to them to do vaccination work in the Dispensaries. This may be done as a rule. A special time may be fixed for the work and the fact notified to the people by means of a board showing the time put up at the Dispensary as well as by beat of tom-tom or other means.

A circular is being issued to the Revenue Department

Department asking that people may be required to go to the Dispensaries and get themselves vaccinated at these hours, but in cases where this is not possible or convenient the Medical subordinate may visit the people and do the vaccination work in their houses. Hospital Assts. are at present visiting different parts of their towns for various reasons such as supervision of sanitation in connection with prevention of Plague and other epidemics and to treat private patients and it is hoped that it will not be ~~convenient~~ inexpedient for them to do some vaccination work during these or other visits, without in any way interfering with their Dispensary work. When on such visits they may also explain the advantage of vaccination and induce the parents and others to send their children to the Dispensary for the purpose of vaccination.

A weekly statement of work done by the Hospital Assistants may be required to be submitted to the Dist. Medical and Sanitary Officer regularly and the figures may be compiled in that office and consolidated monthly statements of work done in urban areas forwarded to this office as per circular No. 4162-70 dated the 22nd April 1908.

" Copy "

Sanitary Commissioner.

P.H.

Circular No. 3700-707 dated the 24th March 1908 from the Sanitary Commissioner in Mysore to all the Deputy Commissioners of Districts.

-:::-

Has the honor to inform that in Municipal towns where there are Local Fund Dispensaries, the District Medical and Sanitary Officers have been directed to entrust the Medical Subordinate in charge with the work of vaccination as part of his regular duties in view to relieve the Vaccinators of much of their present work so that the latter may pay greater attention to rural areas. The Deputy Commissioner is therefore, requested to direct the Amildars to arrange to send themselves vaccinated. Vaccination work will be attended to in the Dispensaries at stated hours every day. Under the Kurnul system of Vaccination, the subordinates of the Revenue Department are responsible for the collection of children for vaccination and the arrangement referred to will facilitate work in the towns. It may not be expedient for all persons to go to the Dispensary to get themselves vaccinated but in such cases the Medical Subordinates have been directed to visit them and do the vaccination work in their houses.

" Copy "

Sanitary Commissioner.

P.H.

Circular No. 2738-39 dated the 3rd February 1908 from the Sanitary Commissioner in Mysore to the Health Officers of Bangalore and Mysore Cities and other Hospital Assistants employed in the Cities.

-:::-

Instances having come to the notice of the undersigned of Registrars of Births and Deaths and other Medical Officers and Subordinates in the Cities of Bangalore and Mysore having treated Plague patients privately and thereby delayed segregation of such patients and disinfection of infected houses and increased the risk of contagion to the other inmates thereof, all such Registrars of Births and Deaths and other Medical Officers and Subordinates are hereby strictly warned that, should such instances recur in future without the special permission of the local Health Officers in each case, severe notice will be taken in the matter by the undersigned.

Sd/- H.E. Drake Brockman,
Sanitary Commissioner

Memo No. 2740 dated 3-2-1908 of the Sany. Commr.

Copy of the above is forwarded to the Senior Surgeon in Mysore for information with a request that he will be so good as to take serious notice of any case of breach of this order by Medical Subordinates serving under orders.

" Copy "

Sanitary Commissioner.

P.H.

Docket No. 1977-85 dated the 2nd January 1908 from the Deputy Sanitary Commissioner in Mysore to all the District Medical and Sanitary Officers.

-+++-

In continuation of this office circular No. 1673-81 dated the 14th December 1912, has the honor to state that in Municipal Towns where there are Local Fund Dispensaries it would be well if the Medical Subordinate in charge were entrusted with vaccination work as a part of his regular duties as is done in the Madras Presidency. The prestige which he usually enjoys as the Medical Officer of the area, will undoubtedly, go a great way in rendering vaccination more popular than if only a Vaccinator were in charge of the work. Moreover, by this arrangement, the Vaccinators will be relieved of much of their present work and may pay greater attention to rural areas and thereby be able to show better results.

Now that the Vaccination Department has been placed under the District Medical and Sanitary Officer there need be no difficulty in giving effect to the above, as Medical Subordinates may be held directly responsible to him with regard to the work done by them.

It is requested that the District Medical and Sanitary Officer will be so good as to put the scheme into effect at once and report on the results at the end of 3 months.

Sd/- P. Palpu,
Deputy Sanitary Commissioner to Govt.

Sanitary Commr's memo No. 1986 dated 2-1-1908.

Copy of the above is forwarded to the Senior Surgeon for information.

" Copy "

Sanitary Commissioner.

P.H.

Circular No. 1638-46 dated the 13th December 1907 from the Sanitary Commissioner in Mysore to all the Dist. Medical & Sanitary Officers.

-:::-

In continuation of this office circular No. C. 173-80 dated the 8th October 1907, has the honor to inform that the pay bills of Vaccinators should in future be counter-signed by the District Medical and Sanitary Officer instead of by the Amildars. As regards the grant of leave etc to subordinates in the Department his powers will be same as in the case of his subordinates in the Medical Department - vide Government Proceedings No. 6828-9 Medl. (51-05)-11 dated the 4th February 1907 para 4.

" Copy "

Sanitary Commissioner.

P.H.

Circular No. 648-55 dated the 26th August 1907 from the Sanitary Commissioner in Mysore to all the Deputy Commissioners of Districts.

-+++-

With reference to para 3, (7) of Government Proceeding No. 1378-98 Sany. 93-06-8 dated the 10th August 1907, has the honor to request the Deputy Commissioner to be so good as to place the Vaccination Department in his District under the District Medical and Sanitary Officer so that he may get acquainted with the men and the working of the Department before the Department is placed directly under his charge as will have to to be done when the Deputy Inspectors of Vaccination are to be trained in Sanitation as per Government Order under reference.

The Deputy Inspector of Vaccination will from now work under the orders of the District Medical and Sanitary Officers.

" Copy "

Sanitary Commissioner.

P.H.

Proceedings of the Government of His Highness the Maharaja of Mysore,

No. 10088-98—San. (251-04), dated Bangalore, 2nd May 1905.

Order.—The Government have found that when details relating to plague preventive measures are called for from the districts, they are not readily forthcoming in a consolidated form. On the other hand, each time that a requisition for information is sent, efforts appear to be made in the district and taluk offices to tabulate the information lying unassorted till then, with the consequence that the requisitions of Government cannot be readily complied with. There is also difficulty now to ascertain in each case whether the necessary action, such as evacuation and disinfection of the house infected, etc., has been taken or not. To avoid delay and to have the information readily available, the Government direct that in every village which becomes infected, a register should be opened in the form prescribed, in which each case of plague should be entered as it occurs, as well as the precautions taken in the shape of treatment of patient, disinfection of houses, evacuation, etc. Similarly, in every Taluk office a register should be maintained in the accompanying form and kept written up from day to day.

2. Immediately the report of an outbreak of plague in any village is received, either the Amildar should personally inspect the place, or when it is inconvenient for him to do so for any reason depute either the Taluk Sheristadar or a shekdar or any other competent subordinate official, including the Police and Medical officers available in the taluk, to visit the place and take all necessary action. In any case it should be the aim of the inspecting officer to visit the infected village as early as possible and satisfy himself as to whether the usual precautions against the spread of the disease have been adopted and as to whether its sanitation requires any special attention. Deputy Commissioners in their periodical tours, Assistant Commissioners in charge of taluks and District Medical and Sanitary Officers should, as early as possible, take occasion to inspect as many infected villages as they can, see whether the village and taluk registers are properly kept and communicate to the Amildars any remark they may have to make, entering the same in the taluk register for ready reference. When Assistant Commissioners and Amildars consider any special measure of sanitation is necessary, thematter should at once be brought to the notice of the Deputy Commissioner.

3. In the beginning of the succeeding month an extract from the taluk register should be forwarded to the Deputy Commissioner through the Assistant Commissioner in charge of the taluk.

B. K. VENKATA VARADA IYENGAR,
Secy. to Govt., Gen. & Rev. Dept.

To—The Senior Surgeon and Sanitary Commissioner with the Government of Mysore.
The Revenue Commissioner in Mysore.
The Inspector General of Police.
The Deputy Commissioners of Districts.

Register of plague-infected villages in the Taluk of..... .....

1. Serial Number.
2. Name of village and hobli.
3. Population.
4. Date of first attack of plague.
5. Date on which the first case of plague was reported.
6. Number of daily attacks and deaths.
7. Name of officer inspecting the place.
8. Date of Inspection.
9. Steps taken to prevent the spread of the disease such as evacuation, disinfection, better sanitation, etc.
10. Remarks, if any, made by Deputy Commissioner or Assistant Commissioner in charge of the taluk.

48

Local Funds and Sanitary (Sanitary), dated 2nd May 1905.

Register of plague cases in the village of.....
.....Hobli,.....Taluk :—

1. Name of village.	4. Date of attack.
2. Name of head of family.	5. Measures taken for treatment of patient, evacuation or disinfection of house, etc.
3. Name of patient.	

Note.—If the patel is not able to maintain the village register, the shanbhog is expected to give the necessary help.

Hxd—C. V.

ಶ್ರೀಮನ್ ಮಹಾರಾಜರವರ ಸರ್ಕಾರದ ಪ್ರೊಸೀಡಿಂಗ್ಸ್ ಯಾ ನಡವಳಿಕೆಗಳು.

ಹುಕುಂ ನಂ. 10088--98 --San. (251—04)—1, ತಾರೀಖು 2ನೆ ಮೇ ಮಾಹೆ 1905.

ಡಿಸ್ಟ್ರಿಕ್ಟುಗಳಿಂದ ಪ್ಲೇಗ್ ನಿವಾರಣೋಪಾಯಗಳ ವಿಷಯವಾಗಿ ತಪಶೀಲುಗಳನ್ನು ಕೇಳಿದಾಗ ಒಟ್ಟುಗೂಡಿಸಲ್ಪಟ್ಟ ರೂಪದಲ್ಲಿ ಅವುಗಳು ಸಿದ್ಧವಾಗಿ ದೊರೆಯುವುದಿಲ್ಲವೆಂದು ಗವರ್ನಮೆಂಟಿಗೆ ಕಂಡುಬಂದಿದೆ. ಸಮಾಚಾರ ತಿಳಿಯಬೇಕೆಂದು ಅಪೇಕ್ಷಿಸಿದ ಪ್ರತಿಸಲವೂ ಡಿಸ್ಟ್ರಿಕ್ಟಿನ ಮತ್ತು ತಾಲ್ಲೋಕಿನ ಆಫೀಸುಗಳಲ್ಲಿ ಆವರೆಗೆ ಬೇರೆಬೇರೆಯಾಗಿ ವಿಂಗಡಿಸದೆ ಇಟ್ಟಿರುವ ಸಮಾಚಾರವನ್ನು ಪಟ್ಟಿಯಾಗಿ ತಯಾರ್ಮಾಡುವುದಕ್ಕೆ ಪ್ರಯತ್ನವು ನಡೆಯುವಹಾಗೆ ಕಾಣುತ್ತದೆ. ಇದರ ಫಲಿತಾಂಶವೇನೆಂದರೆ, ಗವರ್ನಮೆಂಟಿನ ಹುಕುಮುಗಳನ್ನು ಒಡನೆ ಅನುಸರಿಸಿ ನಡೆಯುವುದಕ್ಕಾಗುವುದಿಲ್ಲ. ಇದೂ ಅಲ್ಲದೆ ಈಗ ಪ್ರತಿ ಒಂದು ಸಂದರ್ಭದಲ್ಲಿಯೂ ಮನೆಯನ್ನು ಬಿಟ್ಟುಬಿಡೋಣ ಜಾಡ್ಯದ ಸೊಂಕಿರುವ ಮನೆಗಳ ಸೊಂಕನ್ನು ಹೋಗಲಾಡಿಸೋಣ ಇವೇ ಮೊದಲಾದ ಅವಶ್ಯಕವಾದ ಕಾರ್ಯಗಳು ಮಾಡಲ್ಪಟ್ಟವೋ ಇಲ್ಲವೋ ಎಂಬುದನ್ನು ನಿಶ್ಚಯಿಸುವುದೂ ಕಷ್ಟವಾಗುತ್ತದೆ. ಕಾಲವಿಳಂಬವನ್ನು ತಪ್ಪಿಸುವುದಕ್ಕೂ ಮತ್ತು ಸಮಾಚಾರವು ಒಡನೆಯೇ ದೊರೆಯುವಂತೆ ಮಾಡುವುದಕ್ಕೂ ಗವರ್ನಮೆಂಟಿನವರು ಹುಕುಂ ಮಾಡುವುದೇನೆಂದರೆ :— ರೋಗ ತಗುಲಿದ ಪ್ರತಿ ಗ್ರಾಮದಲ್ಲಿಯೂ ಗವರ್ನಮೆಂಟಿನಿಂದ ವಿಧಿಸಲ್ಪಟ್ಟಿರುವ ನಮೂನೆಯಲ್ಲಿ ಒಂದು ರಿಜಿಸ್ಟರನ್ನು ಇಟ್ಟು ಅದರಲ್ಲಿ ಪ್ರತಿಒಂದು ಸಲ ಪ್ಲೇಗು ತಗುಲಿದಾಗೆಲ್ಲಾ ರೋಗಿಗೆ ಮಾಡಿದ ಚಿಕಿತ್ಸೆಗಳು, ಮನೆಯ ಸೊಂಕನ್ನು ಹೋಗಲಾಡಿಸುವುದು, ಮನೆಯನ್ನು ಬಿಟ್ಟುಬಿಡುವುದು ಇತ್ಯಾದಿ ನಿವಾರಣೋಪಾಯಗಳನ್ನು ದಾಖಲ್ಮಾಡತಕ್ಕದ್ದು. ಇದೇರೀತಿಯಲ್ಲಿ ಪ್ರತಿ ತಾಲ್ಲೋಕು ಕಚೇರಿಯಲ್ಲಿಯೂ ಇದರ ಜೊತೆಯಲ್ಲಿರುವ ನಮೂನೆಯಂತೆ ಒಂದು ರಿಜಿಸ್ಟರನ್ನು ಇಟ್ಟು ಅದರಲ್ಲಿ ಪ್ರತಿದಿನವೂ ನಡೆದ ಅಮಲನ್ನು ದಾಖಲ್ಮಾಡುತ್ತಾ ಬರಬೇಕು.

2. ಯಾವದಾದರೂ ಗ್ರಾಮದಲ್ಲಿ ಪ್ಲೇಗು ತಗುಲಿತೆಂಬ ವರ್ತಮಾನವು ಬಂದ ತತ್‌ಕ್ಷಣವೇ ಅಮಲ್ದಾರರು ಖುದ್ದಾಗಿ ಆ ಸ್ಥಳವನ್ನು ಅಜಮಾಯಿಷಿ ಮಾಡಬೇಕು, ಅಥವಾ ಯಾವದಾದರೂ ಕಾರಣದಿಂದ ಹಾಗೆ ಮಾಡುವುದಕ್ಕೆ ಅನಾನುಕೂಲವಾದರೆ ತಾಲ್ಲೋಕು ಕಸ್ಬೇದ್ಯಾರರನ್ನಾಗಲಿ, ಬಬ್ಬ ಶೇಕದಾರರನ್ನಾಗಲಿ, ಅಥವಾ ಆ ತಾಲ್ಲೋಕಿನಲ್ಲಿ ದೊರೆಯಬಹುದಾದ ಪೊಲೀಸು ಮತ್ತು ವೈದ್ಯದ ಉದ್ಯೋಗಸ್ಥರಲ್ಲಿ ಯಾರಾದರೂ ಲಾಯಬಾದ ಇತರ ತಾಬೇದಾರಿ ಉದ್ಯೋಗಸ್ಥನನ್ನಾಗಲಿ ಆ ಸ್ಥಳವನ್ನು ಹೋಗಿ ನೋಡಿ ಅವಶ್ಯಕವಾದ ಕಾರ್ಯವನ್ನು ನಡೆಸುವಂತೆ ಕಳುಹಿಸತಕ್ಕದ್ದು. ಯಾವ ಸಂದರ್ಭದಲ್ಲಿಯೂ ರೋಗ ತಗುಲಿದ ಗ್ರಾಮವನ್ನು ಕೂಡಿದಷ್ಟು ಜಾಗ್ರತೆಯಾಗಿ ಹೋಗಿ ನೋಡುವುದೂ, ಜಾಡ್ಯವು ಹರಡಿಕೊಳ್ಳದಹಾಗೆ ವಾಡಿಕೆಯಾದ ಪೂರ್ವೋಪಾಯಗಳು ತಮಗೆ ಸಮರ್ಪಕವಾದ ರೀತಿಯಲ್ಲಿ ಮಾಡಲ್ಪಟ್ಟವೋ ಎಂಬುದನ್ನೂ ಮತ್ತು ಅದರ ಆರೋಗ್ಯಾಭಿವೃದ್ಧಿಯ ವಿಷಯದಲ್ಲಿ ವಿಶೇಷವಾದ ನಿಗಾ ಕೊಡುವುದು ಅವಶ್ಯಕವೋ ಎಂಬುದನ್ನು ನೋಡುವುದು ಅಜಮಾಯಿಷಿ ಮಾಡುವ ಉದ್ಯೋಗಸ್ಥನ ಉದ್ದೇಶವಾಗಿರತಕ್ಕದ್ದು. ಡೆಪ್ಯುಟಿ ಕಮಿಷನರುಗಳು ತಾವು ಆಗಾಗ್ಯೆ ಹೊರಗೆ ಸಂಚಾರಮಾಡುವಾಗಲೂ, ತಾಲ್ಲೋಕು ಛಾರ್ಜಿನಲ್ಲಿರುವ ಅಸಿಸ್ಟೆಂಟ್ ಕಮಿಷನರುಗಳೂ, ಮತ್ತು ಡಿಸ್ಟ್ರಿಕ್ಟಿನ ಮೆಡಿಕಲ್ ಮತ್ತು ಸ್ಯಾನಿಟೆರಿ ಉದ್ಯೋಗಸ್ಥರೂ ಕೂಡಿದಷ್ಟು ಜಾಗ್ರತೆಯಿಂದಲೂ ಸಾಧ್ಯವಾದಷ್ಟು ಗ್ರಾಮಗಳಿಗೆ ಹೋಗಿ ನೋಡಿ ಅವುಗಳನ್ನು ಅಜಮಾಯಿಷಿ ಮಾಡಿ, ಗ್ರಾಮದ ಮತ್ತು ತಾಲ್ಲೋಕಿನ ರಿಜಿಸ್ಟರುಗಳು ಕ್ರಮವಾಗಿ ಇಡಲ್ಪಟ್ಟಿವೆಯೇ ಎಂದು ನೋಡಿ ಆ ವಿಷಯವಾಗಿ ಏನಾದರೂ ಹುಕುಂ ಕೊಡಬೇಕಾಗಿದ್ದರೆ ಅವುಗಳನ್ನು ಅಮಲ್ದಾರರಿಗೆ ಕೊಟ್ಟು ದಾಖಲೆಯಬಗ್ಯೆ ಅದೇ ಹುಕುಂಗಳನ್ನು ತಾಲ್ಲೋಕು ರಿಜಿಸ್ಟರಿನಲ್ಲಿ ದಾಖಲ್ಮಾಡತಕ್ಕದ್ದು. ಅಸಿಸ್ಟೆಂಟ್ ಕಮಿಷನರಿಗೂ ಅಮಲ್ದಾರರಿಗೂ ಯಾವದಾದರೂ ವಿಶೇಷವಾದ ಆರೋಗ್ಯಾಭಿವೃದ್ಧಿಯ ಕೆಲಸವು ಅವಶ್ಯಕವಾಗಿ ತೋರಿದಾಗ ಅದನ್ನು ಡೆಪ್ಯುಟಿ ಕಮಿಷನರಿಗೆ ತತ್‌ಕ್ಷಣವೇ ತಿಳಿಸತಕ್ಕದ್ದು.

3. ಮೂರನೇ ತಿಂಗಳ ಷುರುವಿನಲ್ಲಿ ತಾಲ್ಲೋಕು ರಿಜಿಸ್ಟರ ಎಕ್‌ಸ್ಟ್ರಾಕ್ಟನ್ನು (ಸಾರಾಂಶ) ತಾಲ್ಲೋಕು ಛಾರ್ಜಿನಲ್ಲಿರುವ ಅಸಿಸ್ಟೆಂಟ್ ಕಮಿಷನರ ಮೂಲಕ ಡೆಪ್ಯುಟಿ ಕಮಿಷನರಿಗೆ ಕಳುಹಿಸತಕ್ಕದ್ದು.

ಬಿ. ಕೆ. ವೆಂಕಟವರದಯ್ಯಂಗಾರ್,
ಜನರಲ್ ವ ರೆವಿನ್ಯೂ ಇಲಾಖೆಗಳ ಗವರ್ನಮೆಂಟ್ ಸೆಕ್ರಿಟೆರಿ.

ಸೀನಿಯರ್ ಸರ್ಜನ್ ಮತ್ತು ಸ್ಯಾನಿಟೆರಿ ಕಮಿಷನರಿಗೆ.
ರೆವಿನ್ಯೂ ಕಮಿಷನರಿಗೆ.
ಪೊಲೀಸ್ ಇನ್‌ಸ್ಪೆಕ್ಟರ್ ಜನರಲವರಿಗೆ.
ಡಿಸ್ಟ್ರಿಕ್ಟುಗಳ ಡೆಪ್ಯುಟಿ ಕಮಿಷನರುಗಳಿಗೆ.

50

ತಾಲ್ಲೂಕಿನಲ್ಲಿರುವ ಪ್ಲೇಗು ತಗುಲಿದ ಗ್ರಾಮಗಳ ರಿಜಿಸ್ಟರು.

1. ಜಂಜರ್ ನಂಬರು
2. ಗ್ರಾಮ ಮತ್ತು ಹೋಬಳಿಯ ಹೆಸರು.
3. ಪ್ರಜಾ ಸಂಖ್ಯೆ
4. ಮೊದಲು ಪ್ಲೇಗು ತಗುಲಿದ ತಾರೀಖು
5. ಮೊದಲು ಪ್ಲೇಗು ತಗುಲಿದ್ದನ್ನು ರಿಪೋರ್ಟು ಮಾಡಿದ ತಾರೀಖು
6. ಪ್ರತಿದಿನದ ರೋಗತಗುಲಿದವರ ಸಂಖ್ಯೆ, ಸತ್ತುಹೋದವರ ಸಂಖ್ಯೆ
7. ಸ್ಥಳವನ್ನು ಅಜಮಾಯಿಷಿ ಮಾಡಿದ ಆಫಿಸರ ಹೆಸರು
8. ಅಜಮಾಯಿಷಿಯ ತಾರೀಖು
9. ಮನೆ ಬಿಟ್ಟುಹೋಗುವುದು, ರೋಗದ ಸೊಂಕನ್ನು ಹೋಗಲಾಡಿಸುವುದು, ಆರೋಗ್ಯಾಭಿವೃದ್ಧಿಯನ್ನು ಹೆಚ್ಚಿಸುವುದು, ಇವೇ ಮೊದಲಾದ ನಿವಾರಣೋಪಾಯಗಳು.
10. ಡೆಪ್ಯುಟಿ ಕಮಿಷನರ ಅಥವಾ ತಾಲ್ಲೂಕು ಛಾರ್ಜಿನಲ್ಲಿರುವ ಅಸಿಸ್ಟೆಂಟ್ ಕಮಿಷನರ ಷರಾಗಳು (ಏನಾದರೂ ಇದ್ದರೆ).

ತಾಲ್ಲೂಕಿನ ಹೋಬಳಿಯ ಗ್ರಾಮದಲ್ಲಿ ಪ್ಲೇಗು ತಗುಲಿದವರ ರಿಜಿಸ್ಟರು.

1. ಗ್ರಾಮದ ಹೆಸರು
2. ಕುಟುಂಬದ ಯಜಮಾನನ ಹೆಸರು
3. ರೋಗಿಯ ಹೆಸರು
4. ರೋಗ ತಗುಲಿದ ತಾರೀಖು
5. ರೋಗಿಗೆ ಮಾಡಿದ ಚಿಕಿತ್ಸೆ
6. ಮನೆ ಬಿಟ್ಟು ಹೋಗುವುದು ಅಥವಾ ಮನೆಗಳ ಸೊಂಕು ಹೋಗಲಾಡಿಸುವುದು ಇವೇ ಮೊದಲಾದ ನಿವಾರಣೋಪಾಯಗಳು.

ಷರಾ—ಈ ರಿಜಿಸ್ಟರನ್ನು ಪಟೇಲನು ಇಡಲಾರದೆ ಇದ್ದರೆ ಶಾನುಭೋಗನು ಅವಶ್ಯವಾದ ಸಹಾಯವನ್ನು ಮಾಡತಕ್ಕದ್ದು.

51

1904-05

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

LOCAL FUNDS AND SANITARY,
(SANITARY)

PROCEEDINGS

Dated 2nd May 1905

No. 10088-98 / San. (251-04)-1

Prescribing certain forms and registers for collecting Plague statistics by village patels and Taluk Amildars.

GBP—8.5.05—250

Proceedings of the Government of His Highness the Maharaja of Mysore.

READ—

The marginally noted letters from the Deputy Commissioners of Districts, submitting opinion as called for in Government Proceedings No. 4852-62—San. 99-5, dated the 7th December 1904, regarding the supply of shed materials to the people, who evacuate villages on account of plague, and the adjustment of the cost thereof.

Letter No.	S. 841,	dated 10th	April	1905,	from Dy. Comr.,	Bangalore.
Do	151,	do 27th	January	1905,	do	Kolar.
Do	541,	do 31st	January	1905,	do	Tumkur
Do	457,	do 14th	Dec.	1904,	do	Mysore.
Do	215,	do 5th	March	1905,	do	Hassan.
Do	498—338,	do 14th	Dec.	1904,	do	Shimoga.
Do	309,	do 13th	Dec.	1904,	do	Kadur
Do	2,006,	do 18th	January	1905,	do	Chitaldrug

No. 10530-40—SAN.(99 of 04)-16, DATED BANGALORE, 16TH MAY 1905.

ORDER THEREON.—The Conservator of Forests solicited the issue of instructions to the Deputy Commissioners of Districts, to adjust immediately on presentation of bills, the cost of the materials supplied to them for sale to the persons that applied for them, and suggested that the retail sale be carried on through the agency of Revenue officials, as such a course would obviate delay in the supply of materials to people and unnecessary correspondence between the officials of the Revenue and the Forest Departments in the adjustment of cost.

2. The opinions of the Deputy Commissioners were called for on the subject The Deputy Commissioners of Kolar, Hassan, Shimoga and Chitaldrug agree with the Conservator of Forests in regard to the sale through the Revenue Department of shed materials to the public, while those of Bangalore, Mysore and Kadur are in favour of restricting this sphere of the Revenue Department only to places where no Forest depots exist and of continuing the existing practice of the Forest Department selling materials in places where such depots exist. But the Deputy Commissioner of the Tumkur District considers that this transaction should be between the public and the Forest Department, which should, on requisition from the Revenue Department, get together the necessary articles as per estimate furnished and issue them to the public at rates decided upon by the Conservator of Forests, supplies at cost price or free of cost being made on chits issued by the Revenue Department.

3. The Government agreeing with the majority, direct that in view to admit of the prompt evacuation of infected villages, the Forest Department should on requisition from the Revenue Department collect and supply sufficient quantity of hutting materials to the Amildar or other Revenue Officer named by the Deputy Commissioner for being issued to the public at cost price, fixed by the Conservator of Forests or free of cost as the case may be in accordance with the orders of the Deputy Commissioner.

4. The Deputy Commissioners should provide for the cost of materials in their monthly statement of estimated plague expenditure and adjust the same by a credit to the latter Department and debit to the Plague Funds; the sale proceeds of the materials being credited to the plague funds. The Revenue Department should return to the Forest Department all unsold materials and get credit for the same.

5. In order to maintain correct accounts of the issue of hutting materials the Conservator should at the end of each official year cause a statement to be prepared in the annexed form and sent to the Deputy Commissioner of each district, who in his turn, should verify the entries therein made with the requisitions sent from time to time and note in columns 4, 5 & 6 thereof the issues under different heads and also the stock on hand in each taluk and return the same to the Conservator for check and submission to Government with a consolidated statement, which should reach the Secretariat not later than the 31st August of the year following that to which the statement pertains.

Local, Fund and Sanitary (Sanitary), dated 16th May 1905.

Statement showing the issue of hutting materials in the District of .....for the year 1905—1906.

Taluk.	Description of materials supplied by the Forest Department	No.	Value.			Description & value of materials sold at cost price.						Description & value of materials given free						Stock on hand.				
						Description.	No.	Value.				Description.	No.	Value.				Description.	No.	Value.		
			Rs.	a.	p.			Rs.	a.	p.				Rs.	a.	p.				Rs.	a.	p.

B. K. VENKATA VARADA IYENGAR,
Secy. to Govt., Gen. & Rev. Dep

To—The Conservator of Forests.
The Senior Surgeon & Sanitary Commissioner with the Government of Mysore.
The Deputy Commissioners of Districts.
The Comptroller in Mysore.

Exd.—C. V.

54

1904-05

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY
(SANITARY).

PROCEEDINGS

Dated 16th May 1905

No. 10530-40
San. (99 of 04)-16

Directing that the Forest Department should supply hutting materials to the Revenue officers for being issued to the public in view to admit of the prompt evacuation of infected villages, and prescribing certain forms in order to maintain correct accounts of the issue of such materials, etc.

SBP—15.8.05—200

Proceedings of the Government of His Highness the Maharaja of Mysore,

READ—

Letter No. G. 313, dated the 16th October 1905, from the Senior Surgeon and Sanitary Commissioner with the Government of Mysore, submitting, with reference to Government Proceedings No. (3569-77)-53-2 Med., dated the 1st November 1904, a precis of the opinions of all the Deputy Commissioners of Districts, as to how vaccination results may be improved in the State, and suggesting that their recommendations so far as granting horse allowance to vaccinators and rewards for extra work done by them may be accepted, and also requesting orders on the scheme for the working of the Vaccination Department, known as the Kurnool scheme, submitted with his letter No. G. 106, dated the 28th August 1903.

No. 5276-307—MED. (111-05)-3, DATED BANGALORE, 22ND NOVEMBER 1905.

ORDER THEREON.—The Government of His Highness the Maharaja are pleased to sanction the introduction of the scheme referred to. The details of its working and the forms to be used are appended to this Order. The Superintendent of the Government Press will be requested to print, in consultation with the Senior Surgeon, the required number of copies of the forms referred to, and supply them to the Senior Surgeon for distribution.

2. Government apprehend that the Deputy Commissioners and their subordinate Revenue officers have given up taking interest in such general matters as their predecessors as a class. If in their tours they enquire about vaccination and the correctness of the registers of births and deaths, much good will follow. Government take the present opportunity to impress this fact upon them.

3. As regards compulsory vaccination, the Senior Surgeon's attention is invited to this Office Memo No. 8175—Med. 147-04, dated the 10th March 1905, observing that compulsory vaccination and re-vaccination cannot be enforced in the absence of special legislation, which, under present circumstances, Government do not consider expedient. No orders are required on the other proposals of the Senior Surgeon.

B. K. VENKATA VARADA IYENGAR.
Secy. to Govt., Gen. & Rev. Dept.

To—The Senior Surgeon and Sanitary Commissioner with the Government of Mysore.
The Comptroller in Mysore.
The Revenue Commissioner in Mysore.
The Deputy Commissioners of Districts for communication to all Amildars and Deputy Amildars in their respective Districts.
The Superintendent, Government Press.
The Presidents of the District Boards.
The President of the Sanitary Board, Kolar Gold Fields.
The Presidents of Municipalities in the several Districts.
The Presidents of the Bangalore and Mysore City Municipalities.

Exd.—C.V.

Details of the Kurnool Scheme of Vaccination.

The scheme is as follows:—The Vaccinators send in programmes of the villages visited by them month by month (or such are made out for them) in such a manner that every village in the Circle is visited twice in the year. On receipt of these programmes, the Deputy Inspector of Vaccination of each Circle sends a copy to the Amildars concerned with a set of printed "takids" ready made for his signature (*vide* Forms A and B attached). In this way the Amildar is enabled with the least possible trouble to himself, to intimate to the village heads the date of arrival of the Vaccinator, and to impress upon him his responsibility in the matter of vaccination. When the Vaccinator has visited the village, the head man despatches one of the forms previously supplied to him in book form (Form C attached) intimating the dates of arrival and departure of the Vaccinator and the number of cases operated on by him. This form being sent to the Deputy Inspector through the Amildar, the latter is enabled to see whether the Vaccinators are acting up to their programmes or not and can take steps accordingly; and the former is made aware of how many cases will be available for verification when he next visits the village. When the Vaccinator again visits the village for the purpose of verifying the result of his operations, the village head sends off another slip intimating the number of successful cases found.

For the proper carrying out of the above scheme, it is evident that the village heads must be kept strictly to their work, and that any laxity on their part must be promptly and severely dealt with; but if this is done at the beginning, no difficulty will be found in enforcing the rules. I believe that the scheme will be found one that gives the least possible trouble to the Revenue authorities combined with the greatest efficiency possible under the voluntary system.

The above "Kurnool Scheme" has been worked in the Madras Presidency and been reported upon very favourably.

FORM A.

Office of the Deputy Inspector of
Vaccination,.....District.

From
The Deputy Inspector of Vaccination,
....District.

To
The Amildar of the
....Taluk.

Sir,

I beg to report that the Vaccinators as per margin will visit the villages opposite their names on the dates noted.

I enclose takids to the heads of the villages for favor of your signature and early despatch.

I beg to remain,
Sir,
Your most obedient servant,

Dy. Inspector of Vaccination..... .....Dt.

FORM B.

(In Canarese to accompany A.)

From

The Amildar of the

.....Taluk.

To

The Village Head of

.....Village.

The Vaccinator of..... ..... .Taluk will visit your village on..... After his departure you are directed to fill in the accompanying form and send it to the Deputy Inspector of Vaccination.....District through this office. On the arrival of the Vaccinator you will supply him with the list of unprotected children, you will accompany the Vaccinator during his stay in your village, and will do your best to persuade all persons to submit to the operation of vaccination. If you, by reason of urgent revenue work, are prevented from attending to the Vaccinator on his arrival, you must submit a special report on the matter to my office.

.....

Amildar,

.....Taluk.

FORM C.

(In Canarese. To be filled up by the Village Head after visit of Vaccinator and sent to the Deputy Inspector of Vaccination through the Amildar.)

Counterfoil.

Taluk.....

Village..... .. .

Name of Vaccinator..... ...

Date of { Arrival..... / Departure..... .....

Number of operations performed.....

Number of cases inspected on.....

(Date)..... .....

Number of successful cases.....

Signature.

FORM C.

(In Canarese. To be filled up by the Village Head after visit of Vaccinator and sent to the Deputy Inspector of Vaccination through the Amildar.)

Foil.

I do hereby certify that Vaccinator .....visited this.....on the.....noon of.....and that he remained until the.....noon of..... ....He performed..... cases. He inspected... .....cases, of which.....were successful.

.....

Name of village ..... Signature. .....

Date ..... Office.

58

1905-06

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY
(MEDICAL)

PROCEEDINGS

Dated 22nd November 1905

No. 5276-30 / Med. (111-05)-3

Sanctioning the introduction of the "Kurnool Scheme" of Vaccination into the Province of Mysore.

GPB—26-1-06—200

Proceedings of the Government of His Highness the Maharaja of Mysore.

READ—

Letter No. 221 P., dated the 22nd February 1906, from the 1st Assistant to the Hon'ble the Resident in Mysore, forwarding a copy of the Government of India Resolution No. 79—95, dated the 17th January 1906, regarding the adoption of measures for thesuppression of plague.

GOVERNMENT OF INDIA.

HOME DEPARTMENT.

SANITARY.

Plague.

No. 79—95, Calcutta, the 17th January 1906

RESOLUTION.

Read—

Home Department letter No. 1121—1135, dated the 6th July 1905, and the replies of local Governments thereto.

Review of present situation.

More than five years have now passed since the Governor-General in Council, when reviewing the report of the Indian Plague Commission, examined in the light of the knowledge then available the various measures which had been proposed or adopted with the object of checking the diffusion of the disease and indicated the considerations of policy which must govern their introduction in India. During this period, while the efforts of Government officers have in no way relaxed, and the people themselves have in many places shown a disposition to acquiesce and even to co-operate in preventive measures which do not conflict with their social and religious usages, plague has gradually spread to almost every part of India and, subject to certain seasonal fluctuations, tends to recur year after year with undiminished virulence. About a year ago the Government of India, acting in concert with the Royal Society and the Lister Institute, made arrangements for the appointment of a scientific commission which is now investigating the causation of plague in Bombay and the Punjab. Pending the completion of these researches which may extend over a long time and will in any case be directed mainly to the scientific aspects of the problem, the Governor-General in Council considered it desirable to place on record in a concise form the results of the practical experience which has been acquired in the last five years of actual plague administration. Local Governments were accordingly asked for reports, based as far as possible on the personal experience of their officers, on the conditions affecting the origin and spread of plague, the character of the measures to be adopted against it, the degree of success attained and the causes upon which success or failure depend. The ample materials thus collected place the Governor-General in Council in a position to indicate those preventive measures which appear under present conditions most likely to be successful in the future.

Destruction of rats.

2. The most conspicuous change in the opinion of experts in India regarding plague since the issue of the Resolution of 16th July 1900 is the greatly increased importance now ascribed to the part played by rats in spreading and keeping alive the disease. Rats are exceedingly susceptible to plague, and when once they are infected they usually communicate the infection not only to man, but also to houses which have undergone thorough disinfection. It is therefore as essential to the safety of the community to destroy infected rats as to segregate plague-stricken people. In fact almost all the evidence regarding the causation of plague may be regarded as pointing to the rat as the chief agent in its diffusion. For this reason the importance of destroying rats has been insisted on by the framers of the Paris Convention of 1903, and although European opinion is not unanimous on the point, the Governor-General in Council considers that the experience recently acquired in India warrants the belief that the systematic destruction of these animals promises to be one of the most effective measures that can be adopted for preventing the spread of plague.

Street improvements; especially paving and draining.

3. Observation has also shown that plague is most severe where the houses of the people are crowded together, ill built and imperfectly ventilated while it usually spares those areas in towns where the streets are wide, the houses well built, the alleys and side-walks paved, and the drains properly constructed. It follows that municipalities and local bodies should be encouraged and assisted to demolish insanitary quarters, to improve the paving of alleys and side-walks, to neglect no opportunities of widening narrow streets, to enforce simple building rules and to perfect their systems of drainage and conservancy. All godowns where grain is stored should be rendered rat-proof and should be liable to periodical inspection.

4. In theory the disinfection of both houses and clothing takes a high place among preventive measures and in cases of pneumonic plague it must be regarded as imperative. But the great difficulty of carrying out the process thoroughly in a house casts some doubt upon its practical utility, and the Government of India leave it to the local authorities to determine the extent to which it should be enforced with reference to the prevalent structural conditions. In any case the efficacy of house disinfection depends entirely upon the methods employed. The fluids used must be really germicidal, such as solutions of corrosive sublimate, cyllin, or izal; they must be intelligently applied under proper supervision, and care must be taken to prevent the re-infection of the building by rats. These observations apply in their full force only to towns where the disease has not fully established itself. In villages the disinfection of houses is seldom of much use, while in towns where plague has become indigenous the difficulty of completely excluding the rats leads to constant re-infection.

Disinfection.

5. Of the various measures hitherto adopted with the object of arresting an outbreak of plague none has proved so efficacious as the prompt abandonment of the infected locality for a period that varies with local conditions. In the case of villages, indeed, the evacuation of all the houses, accompanied by systematic destruction of rats, is probably the only means of effectually combating the disease. It is, however, essential that evacuation should be carried out thoroughly: if a portion of the inhabitants remain behind, the disease will continue to spread. In all cases where evacuation is feasible, the people should be encouraged to resort to it and assisted by the grant of blankets and warm clothing, where necessary, and by the provision of huts or the materials for building them.

Evacuation of locality.

6. The evidence which has been collected shows that the inspection of travellers by railway, road, and steamship is often successful in averting or delaying the spread of plague, but that the efficacy of this measure depends on the circumstances in which it is applied. It is of most value in protecting limited areas, such as hill stations, and places so situated that the inspection posts command all routes of access. The mere inspection of persons arriving by steamer is, however, of little use, unless the rats on board the vessel are destroyed or are prevented from reaching the shore. A segregation camp for the detention of the sick is a necessary adjunct to every inspection station, but no one need be detained who is not actually suffering from plague. In all other cases it is sufficient to record the travellers' names and addresses and to arrange for their being under surveillance for five days. Experience has shown that mere contact with a case of bubonic plague in a railway carriage involves little danger of infection.

Inspection of travellers.

7. The example of prisons proves that quarantine may be relied upon to prevent the spread of plague by human beings, but it can seldom be applied effectually except by the people themselves, who have sometimes combined to prevent persons from infected places from entering their villages and have provided accommodation for them outside the inhabited site. In rural areas the adoption of these measures may properly be encouraged: but they do not admit of application to towns.

Quarantine.

8. The removal of the sick to hospital, while it is eminently desirable in their own interests, has always been unpopular, and in cases of bubonic plague the necessity for it may be avoided, provided that the surroundings of the patient can be kept clean and free from rats. That the measure is instrumental, however, in delaying the spread of the disease is undeniable and even though segregation may be relaxed when indigenous cases become widespread, the first few cases imported into a plague-free town should, whenever possible, be segregated without delay. Cases of pneumonic plague, which is directly infectious from man to man, ought always to be segregated.

Segregation of the sick.

9. The segregation of persons who have been in contact with a patient suffering from bubonic plague is often impossible in practice. When it can be carried out with the good-will of the people, the measure is no doubt useful, but where coercion has to be employed more harm than good is likely to result. In cases of pneumonic plague, however, the segregation of contacts is necessary as the risk of infection is extreme.

Segregation of contacts.

10. Inoculation with the prophylactic fluid now manufactured at the Parel Laboratory is of value not merely for the protection which it affords against plague but also by reason of its effect in mitigating the violence of an attack. The extent to which it may be adopted depends upon the strength of the popular sentiment in its favour or against it and the Government of India hope that the people may be encouraged to have recourse to it.

Inoculation.

11. While the experience of the last five years establishes the utility of the measures enumerated above, it equally teaches that their application must depend upon the circumstances of the locality, the character of the people, the stage which the disease has reached, and the agency available for dealing with it. What is necessary in a district free from plague may be useless or vexatious where plague has become indigenous; what is effectual in one part of the country may be

General considerations.

inoperative in another; a degree of control which is acceptable to a particular community may be strongly resented by people who observe a different code of social usage; and in a province with a well developed system of village officials more can be attempted than in a province where no such organization exists. Where the conditions vary so widely from province to province, as is the case in India, it is manifestly impossible for the Governor-General in Council to lay down a uniform scheme of plague administration. The local Governments alone are competent to determine what measures are practicable or expedient at particular times and places and it is upon them that the Government of India rely to make the best use of the opportunities which present themselves for checking the spread of the disease. Finally the Governor-General in Council would observe that in the last resort all preventive measures depend for their success upon the hearty co-operation of the people themselves and that every effort should be made to enlist their sympathies and to bring home to them through their natural leaders and in any other way that may be practicable that it rests mainly with them to bring about by their own action the cessation of plague in India, as it has long ago disappeared from Europe. When this conviction has been firmly established in the minds of the people, the task of the district officers throughout India will be materially lightened. But that end can only be attained by carrying out thoroughly whatever measures it may be decided to introduce and by impressing upon all officers concerned in plague administration that when a decision has been arrived at there must be no hesitation in giving effect to the policy approved by the local Government.

ORDER.—Ordered that a copy of this resolution be communicated to all local Governments and Administrations, to the Departments of the Government of India noted on the margin and to the Sanitary Commissioner with the Government of India, for information.

Military. | Finance.
Public Works. | Foreign.
Commerce and Industry.

Ordered also that the resolution be published in the *Supplement to the Gazette of India.*

H. H. RISLEY,
Secretary to the Government of India.

No. 9045-55—SAN. (189-05)-3, DATED BANGALORE, 3RD—5TH MARCH 1906.

ORDER THEREON.—Ordered that copies of the above resolution be forwarded to the Senior Surgeon, the Deputy Commissioners of Districts and the Presidents of the City Municipalities of Bangalore and Mysore for information and guidance with a request that the Senior Surgeon will, in consultation with the Deputy Commissioners of Districts and the Presidents of the City Municipalities of Bangalore and Mysore, state what changes he would propose to make in the preventive measures now in force in the Mysore State.

B. K. VENKATA VARADA IYENGAR,
Secy. to Govt., Gen. & Rev. Dept.

To—The Senior Surgeon and Sanitary Commissioner.
The Deputy Commissioners of Districts.
The Presidents of the Municipalities of Bangalore and Mysore.

EXD.—C.V.

62
W.P. 3006
16 APR 1906
1905-06

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY
(SANITATION)

PROCEEDINGS

Dated 3rd — 5th March 1906.

No. 9045-55 / San. 189-05-3

Orders that the copies of the Government of India Resolution dated 17th January 1906, *re* the adoption of measures for the suppression of plague, be forwarded to the Senior Surgeon and Sanitary Commissioner, the Deputy Commissioners of Districts and the Presidents of the City Municipalities of Bangalore and Mysore for information and guidance, and requests the Senior Surgeon to state what changes he would propose to make in the preventive measures now in force in the State.

GPB—27-3-06—200

Proceedings of the Government of His Highness the Maharaja of Mysore, Local Fund and Sanitary (Sanitation), dated 8th March 1906.

READ—,

Letter No. 1678 P., dated the 13th February 1906, from the Senior Surgeon and Sanitary Commissioner with the Government of Mysore, requesting sanction to the free supply of shed materials to Government officials and menials drawing a pay of Rs. 10 and less, as the advance of a month's pay they get is hardly sufficient to purchase thatch and get earthwork done, besides other charges incidental to early evacuation.

No. 9164-206—SAN. (184-05)-2, DATED BANGALORE, 8TH MARCH 1906.

ORDER THEREON.—Government are pleased to sanction the recommendation of the Senior Surgeon and to direct that the words "the really deserving poor" occurring in para 2 of Government Proceedings No. 8156-58—L. B. (P.) 1127, dated the 27th November 1901, be construed to include Government servants drawing a pay of Rs. 10 and less per mensem.

B. K. VENKATA VARADA IYENGAR,
Secy. to Govt., Gen. & Rev. Dept.

To—The Senior Surgeon and Sanitary Commissioner
The Conservator of Forests in Mysore.
The Comptroller in Mysore.
The Deputy Commissioners of Districts.
Heads of Departments.

Exd.—C. V.

64

1905-06

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY
(SANITATION)

PROCEEDINGS

Dated 8th March 1906

No. 9164-206 / San. (184-05)-2

Sanctions the recommendation of the Senior Surgeon in the matter of the free supply of shed materials to Government officials and menials, drawing a pay of Rs. 10 and less.

GPB—6-4-06—300

READ—

Letter No. 2311, dated the 4th June 1906, from the Senior Surgeon and Sanitary Commissioner with the Government of Mysore, *in re* the changes in the plague preventive measures now in force in the Mysore State :—

"With reference to Government Proceedings No. 9045-55—San. 189-05, dated the 3rd March 1906, I have the honor to inform His Highness' Government that I have not yet received the opinions of the Deputy Commissioners in regard to the changes they would propose in the preventive measures now in force in the Mysore State, but as I do not think their views will influence in any way what I would propose myself, except indeed to lend weight to my opinion, for I feel sure the Deputies and myself are practically in accord on the subject, I proceed to offer such suggestion as appear to me necessary.

2. I think I may take up the various procedures in this connection in the order they are dealt with in the Resolution of the Government of India, Home Department, Sanitary, No. 7995 of 17th January 1906.

(*a*) *Rat destruction.*—I recommend that a campaign against rats similar to that which has been carried out in Mysore City be now undertaken in Bangalore City. Operations commenced in Mysore City in July 1905, and up till the end of April this year over 25,000 rats have been killed, about half being females. When the rate at which rats reproduce their species is considered, some idea of the importance of having slain 14,000 females can be formed in regard to the suppression of the pest. The freedom of Mysore City from plague during the past year must, I feel sure, in an important degree, be attributed to these operations. I may say that on 5th July 1904, Mr. Palpu when Health Officer, Bangalore City, submitted definite proposals for rat destruction in that City. The papers are still available and will be useful as a basis for starting the work of rat killing at the present time.

(*b*) *Street improvement especially paving and draining.*—While paving and draining are not without value, so long as they include the ripping up, closing or improving of the old underground channels found in many of the towns and which give rats such an opportunity for breeding, I don't think they are to be compared with the opening up of crowded districts in towns, and the ventilation of the buildings in general. I recommend therefore that no relaxation be made in the present efforts at opening out towns by roads and conservancy lanes, the encouragement of extensions, and the demolition of all ruins with the careful subsequent conservancy of their sites.

(*c*) *Disinfection.*—It is with a feeling of indescribable relief that I have read the portion of the Resolution of the Government of India bearing on disinfection. The futility of hut disinfection by chemicals I demonstrated in my letter to Government No. 314 P. of the 14th December 1901, *vide* also my report on the sanitation of the Mysore City, referred to in Government Order No. 340-2, dated the 10th October 1900, but I was overruled by order of the Government of India, and so, in deference to the wishes of that Government we have gone on spending large sums of money on chemical disinfection. I recommend now that chemical disinfection be at once done away with except in pukka houses. I still think such disinfection must be of some use in such houses. Instead of chemical disinfection, I again recommend the process by de-iccation. The experiments of Simonds and the more recent ones by Liston, show the important causative influence of fleas, in the propagation of plague, and it has been demonstrated over and over again that desiccation has a most destructive influence on insect life; and this constitutes a further reason why desiccation should be persevered in. But while I make these recommendations I am confident that a thorough whitewashing with quick-lime of the whole interior of an infected hut or house will also be of considerable use. We can see also whether a hut has been completely treated by whitewash, which is more than could be said of treatment by a chemical disinfection. I therefore recommend that whether desiccation be carried out or not, every infected hut should be thoroughly whitewashed inside and out. To make sure that this is a practicable suggestion I have taken the opinion of an officer whose opinion can be second to none on this matter; he writes "as for limewashing (in Mysore State) the lime is easily procured by the people and its cost is little or nothing." This gentleman further states "disinfection (as usually carried out) is a very disturbing process, while whitewashing is easy and is the customary mode of cleansing in this country."

The only difficulty in the way of my making my recommendation of universal application is the agreement or understanding we are under with the Government of Madras to disinfect our infected frontier towns chemically. However, I feel sure that opinion has progressed in Madras so much on this matter that it will only need a representation on the subject to induce the Government of Madras to relieve us of carrying out this useless, expensive and impossible procedure. Even in Madras it has proved "impossible" I visited an adjoining town in that Presidency some time ago and on enquiring into the methods adopted I found the disinfecting fluid (perchloride of mercury solution) was being carried about in a common earthen pot; and I

was told the disinfection staff had no funds for providing wooden buckets. Now so far as I have been able to find out, our disinfection work, bad though it be, has never been carried out in this manner. The sooner, therefore, that such "impossible" methods are done away with, the better.

(*d*) *Evacuation of locality.*—In my letter referred to above, No. 314 P. of 4th December 1901, while condemning chemical disinfection of huts, I placed evacuation in the forefront of all available methods, and in the Resolution of the Government of India under reference, as a repressive measure evacuation takes up a foremost place. I therefore recommend that increased effort be made to get the villagers to move out on the first appearance of plague, that is, when a case occurs or when rats are found dying. In a former letter to Government I recommended that materials for hutting be supplied to the poor gratis and to the rest at cost price, and in a subsequent letter I recommended that such material be supplied to all who were in need of it immediately plague declared itself in a village, recoveries being made later from those who could afford it. His Highness' Government were pleased to accept both these recommendations, but I know the orders of Government were frequently not given effect to through dilatoriness or ignorance of their duties on the part of the Amildars concerned. This I had frequently to complain of, and would now suggest that fresh orders be issued on the point so that there shall be no further difficulty in the way of people camping out. To force out the poor and place them at the mercy of wind and weather would be a great hardship, but with materials provided for hutting the case will be entirely different. There are, however, special cases in which the Amildar will have not only to find materials for, but will also have to build the hut. These are not very common, but they do occur, and they are within the knowledge of us all. I refer to cases where there are only women and children left in a house that has to be vacated. More than once I have found the only remaining inhabitant of a hut was a feeble woman with perhaps a child or two. It were futile to ask such helpless ones to build a hut. Hence my recommendation that in such cases the Amildar should build the camping-out habitation.

(*e*) *Inspection of travellers.*—I am of opinion that inspection of travellers does much good. This is the one point on which I believe some of the Deputy Commissioners will be found to differ from me. But my position is this, every effort should be made to prevent the formation of a fresh starting point for the disease. Every newly imported case constitutes such a starting point. What a *rigorous* system of inspection does is this—*it prevents persons in doubtful health from travelling*, and a greater safeguard than this cannot be conceived. Where, therefore, such inspection is feasible, I believe it should be carried out. After much thought I have recommended its adoption in the case of Mysore City and at the Gold Fields, and it is being carried out, as I believe, with good results. I have also proposed that inspection be carried out at all the principal stations in the case of all third class passengers from that hot-bed of plague, Bombay Presidency. This has not been carried out, but I still think an effort should be made in this direction. It would only necessitate the entertainment of a staff of Hospital Assistants. It would hardly ever be necessary to detain any passengar, *for the sick would not then travel*, and so no hospital or other accommodation would ever be necessary except at the larger towns, and a mere hut is all that would be required in the dispensary compound so constructed as to be uninviting to the rat tribe. There would thus be no risk whatever of the disease spreading to the town should a case be found in the train and be conveyed for treatment to the hut—*while the dispensary servant could nurse the case without danger.*

(*f*) *Quarantine.*—This is carried out here and there by the villagers themselves, and that form of quarantine known as observation is carried out in the Mysore City. I don't recommend its extension. It is an ideal but impracticable measure for general adoption, and the impossibility of carrying it out completely renders it a futile one.

(*g*) *Segregation of sick.*—I propose no modification of our present procedure in this respect.

(*h*) *Segregation of contacts.*—No fresh procedure proposed.

(*i*) *Inoculation*—No fresh proposal necessary.

3. *General remarks.*—(*a*) Deputy Commissioners do not sufficiently insist on the owners of houses which have been evacuated remaining in camp till their houses can be safely reoccupied. This is a very important matter and fresh orders on it would be useful.

(*b*) Houses are frequently evacuated and then locked up to become veritable charnel houses of dead rats. At least one man is known to have lost his life by entering such house. I recommended at the time that no house should be kept closed longer than a fortnight till it is opened and examined and such step taken as may seem necessary to clean it thoroughly should dead rats be found in it. My recommendation was not adopted. I request that the matter may be reconsidered.

(*c*) The plague rule requiring house owners to notify fevers occurring on their premises is a dead letter, all cases of prosecution that have been brought before the courts for concealment having failed. The matter is most important and the law on the matter should be put beyond all doubt.

69

67

(*d*) No dead body should be removable from any house till a "pass" has been issued by the Registration officer. No positive diagnoses of the cause of death should be necessary before the issue of such a 'pass,' but the Registrar should make all possible enquiry to find the cause and if found he should enter it in the pass.

4. As soon as I receive the opinions of Deputy Commissioners I shall make a further communication to Government.

No. 3930-42—San. 189-05-15, dated Bangalore, 14th November 1906.

Order thereon.—Communicated to the Deputy Commissioners of Districts and the Presidents of the Municipalities of the Bangalore and Mysore Cities with the following observations :—

2. Government regret to observe that the instructions issued in Proceedings No. 3964-74—San. 99-3, dated the 15th November 1904, for the supply of hutting materials to the people to enable them to camp out were, in many cases, not given effect to through dilatoriness or ignorance of their duties on the part of the Amildars, and direct that such cases, if any, should at once be investigated by the Deputy Commissioner concerned and severely dealt with.

3. The Senior Surgeon's proposal that in special cases where there are only women and children unable to help themselves, huts should be constructed at Government cost under the supervision of the Amildars in lieu of the mere supply of hutting materials, commends itself to Government and is approved.

4. The spirit of the Senior Surgeon's remarks regarding the inspection of travellers especially those from the Bombay Presidency, should be borne in mind and carried out as far as possible with the help of the existing agency.

5. As regards the Senior Surgeon's proposal for insisting on the owners of houses which have been evacuated, remaining in camp till their houses can be safely re-occupied, the attention of the Deputy Commissioners and Presidents of Municipalities will be drawn to Regulation 25 published under Notification No. 1289—Mis. F. 21-96, dated the 25th July 1898, and Regulation 4 published under Notification No. 9384—Mis. F. 21-96, dated the 10th February 1898.

6. With regard to the Senior Surgeon's recommendation that no house should be kept closed longer than a fortnight, he is informed that no fresh orders are now called for as Regulation 6 B, issued under Government Notification No. 710, dated 21st December 1898, and that issued under Notification No. 5235-Pg. 21-96, dated 15th October 1898, sufficiently provide for such cases.

It is not understood why the rule requiring house owners to notify fevers has become a dead letter and prosecutions have failed, if the fevers alluded to were of the kind enumerated in Regulation I published under Government Notification No. 9384—Mis. F. 21-96, dated 10th February 1898. If, however, the fevers referred to are of the ordinary kind and if it is desirable to make it compulsory on every householder to report such fevers, the necessary provision may be made in the Bye-law to be framed by the Municipality concerned after the promulgation of the new Municipal Regulation.

7. The revival of death certificates or passes for removal of dead bodies is not considered expedient.

K. S. CHANDRASEKHARA AIYAR,
Secy. to Govt., Gen. & Rev. Depts.

To—The Senior Surgeon and Sanitary Commissioner with the Government of Mysore.
The Deputy Commissioners of Districts and the Presidents of Bangalore and Mysore City Municipalities.
The Conservator of Forests in Mysore.
The Comptroller in Mysore.

Exd.—c. v.

68

1906-07

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY
(SANITARY)

PROCEEDINGS

Dated 14th November 1906

No. 3930-42
San. 189-05-15

Communicating to the Deputy Commissioners of Districts and the Presidents of the Municipalities of the Bangalore and Mysore Cities, with certain observations, the report of the Senior Surgeon and Sanitary Commissioner *in re* the changes in the plague preventive measures now in force in the Mysore State.

GPB—28-11-06—200

Proceedings of the Government of His Highness the Maharaja of Mysore, Local Fund and Sanitary (Sanitary), dated 15th December 1906.

READ—

Letter No. 846, dated the 16th November 1906, from the Senior Surgeon and Sanitary Commissioner, forwarding copy of letter No. 127, dated the 12th November 1906, from the Deputy Commissioner of the Hassan District, and requesting that Government Proceedings No. 1144-53—Plg., dated the 6th February 1899, may be modified so as to empower Deputy Commissioners to grant advances for building sheds, if they are satisfied that plague infection is present in any town or village and not necessarily after plague cases have occurred and the town or village is declared plague infected.

No. 5101-10—SAN. 128-06-2, DATED BANGALORE, 15TH DECEMBER 1906.

ORDER THEREON.—Government are pleased to direct that in para 2 of Proceedings No. 1144-53—Pg., dated the 6th February 1899, for the words "declared to be plague-infected" the words "declared or suspected to be plague-infected" be substituted, in order that Government help may be forthcoming at an earlier stage than when a place is actually infected and plague cases have occurred therein.

The para thus amended reads as follows :—

"The Deputy Commissioners of Districts are also informed that, should they consider Government aid called for to enable officials to readily evacuate their houses in towns or villages *declared or suspected to be plague-infected*, they may, subject to the intimation as suggested by the Plague Commissioner in the letter read above, at once make advances of a month's pay to such officials up to a maximum of Rs. 30 recoverable in three monthly instalments."

K. S. CHANDRASEKHARA AIYAR,
Secy. to Govt., Gen. & Rev. Depts.

To—The Senior Surgeon and Sanitary Commissioner with the Government of Mysore.
The Comptroller, Mysore Government.
The Deputy Commissioners of Districts.

Exd.—C. V.

70

1906-07

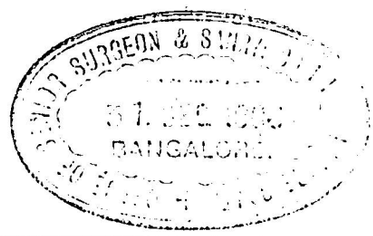
GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY
(SANITARY)

PROCEEDINGS

Dated 15th December 1906

No. $\frac{5101\text{-}10}{\text{San. (128-06)-2}}$



Directing the substitution of the words "declared or suspected to be plague-infected" for the words "declared to be plague-infected" in para 2 of Order No. 1144-53—Pg., dated 6th February 1899, relating to the grant of advances to officials for putting up health sheds.

GPB—22-12-06—200

71

Proceedings of the Government of His Highness the Maharaja of Mysore.

READ—

The following letters from the Senior Surgeon and Sanitary Commissioner with the Government of Mysore:—

(1) Letter No. G. 239, dated the 28th September 1906, from Lieutenant-Colonel J. Smyth, I.M.S.

(2) Letter No. G. 673—4, dated the 2nd February 1907, from Major H. E. Drake Brockman, I.M.S., Offg. Senior Surgeon and Sanitary Commissioner with the Government of His Highness the Maharaja of Mysore.

Looking over the heavy toll that disease and death have levied in this State during the past few years, and some of the more important Sanitary Reports by Col. Benson, Lt.-Col. Smyth and the Personal Assistant to the Sanitary Commissioner, one cannot but feel convinced of the very urgent necessity that exists for the formation of an efficient Public Health Department for this State. The feeling is, if possible, enhanced by the fact that there exists at present no really definite or uniform policy as regards Sanitary Administration, and that money is at present literally thrown away in so-called sanitary measures which serve no really sanitary purpose, while in the matter of prevention of epidemics, there is no prompt, efficient and uniform action taken, owing, not only to the employment of unqualified and *ex-officio* officials, but also to the want of clear definition of each one's duties and responsibilities. The necessity for a separate Public Health organization became clearly felt soon after the introduction of Plague into the State in 1898, and Col. Benson in a letter to the then Plague Commissioner advocated the formation of a Health Department, and probably with that officer's concurrence, subsequently formulated a scheme in consultation with Col. King, Sanitary Commissioner to the Government of Madras. The cost of that scheme was certainly moderate, the ultimate additional charge proposed under Provincial Funds being only Rs. 44,042 a year. Nevertheless, the Government that have been spending large sums every year on "so-called" sanitary projects and expensive plague measures, revised that scheme without reference to the Senior Surgeon, with a view to economy, and in that revised scheme which received their approval, the additional charge under Provincial Funds was practically *nil.* This result was secured by mutilating the proposed organization so much as to remove a major portion of its body and leave only disjointed and scattered limbs!

It is a matter of very great surprise to me, mingled with regret, that in this model Native State (which spends proportionately more than others similarly situated, on its Public Services, and rightly so in order to maintain them in a high state of efficiency) the formation of a Sanitary Department even on a modest scale should not have met with approval. It is moreover anomalous that a State possessing an Education Department costing 8 lakhs, a Police Department costing 10 lakhs, a Military Service, 13½ lakhs, a Muzrai Department costing 3½ lakhs and Jails costing 1½ lakhs, should provide, in accordance with the revised sanitary scheme, a budget provision for sanitation and vaccination of only Rs. 33,400 which is less than the provision for the Archæological Department, Public Gardens, and even the Amrut Mahal Cattle. The comparison is most unfavourable as regards the Jail Department, one in which the expenditure yearly allotted is entirely incurred on behalf of the *least deserving portion of the population!*

I need hardly take this opportunity of impressing upon the Government the vital importance of a *well organized* and *efficient* sanitary department and its very intimate association with the welfare of the community at large, as that is a factor so thoroughly now-a-days understood and appreciated by every civilized administration throughout the world, as not to need any further comment from me, but, in the face of painful experiences in connection with the outbreak of plague in India in recent years, which found us as a country totally unprepared to cope with its ravages, I would earnestly urge early and serious re-consideration of this subject.

With reference to the revised scheme sanctioned by Government, I fully concur with Lt.-Col. Smyth's opinion expressed in his letter No. G. 239, dated 28th September 1906, that "if we had every Sanitary Inspector therein sanctioned, Mysore would still have a far-from-perfect sanitary service, and that without adequate supervision, these officials would gradually degenerate into mere costly encumbrances." Lt.-Col. Smyth's modified scheme proposed in the letter referred to above is now under consideration of Government.

I have carefully studied both the original scheme and the one submitted by Col. Smyth, and am of opinion that while containing suggestions of great value, both should be modified in certain important respects, to suit our present needs. In the first place, whatever may be the nature of the scheme which is proposed, a point of the most vital importance for the efficient sanitary administration of a country is that the Sanitary Profession should be represented *directly* in the Government of the land, this is more especially so, when the Department is newly started. The officers that usually constitute Government have not had opportunities of studying the great strides which Sanitary Science has made in recent years in all civilized countries and as a direct result, the immense practical benefits that efficient sanitary organizations have afforded to mankind in countries where they have been provided.

Neither of the above schemes, however, contains the proposal that the Sanitary Commissioner or any other expert in Sanitary Science should be Secretary to Government in the Sanitation Department. In this State, it does not appear to me that there need be any difficulty in sanctioning such a proposal, for in other Departments such as the Public Works Department, Geological, Military and even Muzrai, such direct representation is in vogue.

In the next place, neither of the schemes referred to suggests the entertainment of a full-time Sanitary Commissioner. When the Senior Surgeon to Government was made *ex-officio* Sanitary Commissioner in 1887, the duties pertaining to the latter office consisted mainly of scrutiny and compilation of birth and death returns, supervision of vaccination, and control of cholera epidemics. Since 1887, there has been a very considerable increase in the nature and scope of the duties generally regarded as legitimately pertaining to the office of Sanitary Commissioner. The control of plague operations for which there were special officers formerly, has also since been made part of the Sanitary Commissioner's duties, a condition of affairs without analogy in other large Provinces in India, and all these extra duties, by the way, consolidated into one appointment without any consideration in the way of extra remuneration to him as is done in similar circumstances elsewhere, *e.g.*, Hyderabad. The duties of the Senior Surgeon in the Medicial Department alone moreover have nearly trebled during recent years as comparison will readily prove, on reference to the figures noted below:—

Year	No. of Hospitals and Dispensaries in the State	No. of Medical Officers and subordinates in the State service	No. of sick treated
1887	51	98	3,19,201
1906	137	237	12,30,591

The work in institutions such as the Medical Stores, Lunatic and Leper Asylums which are under the direct charge of the Senior Surgeon, has also increased proportionately since 1887, and the additional duty of Inspector-General of Prisons has also, in recent years, been added on to his multifarious duties without remuneration, a fact also without analogy in any other Province in India! Occasionally the work of Durbar Physician also falls on him when as at present, there is no incumbent of that post. It would thus be clear that it is, at present, practically impossible for the Senior Surgeon to perform the work of Sanitary Commissioner as well, without a properly organised Sanitary Department, with an efficient staff. This point appears to have been omitted in both the schemes owing to the cost involved in securing the services of a competent officer to act as Sanitary Commissioner to Government. But that the point was not forgotten altogether when drawing up the schemes is clear from the fact that other arrangements are proposed to remedy this defect. In the King-Benson scheme the appointment of a full-time Deputy Sanitary Commissioner and a Personal Assistant to the Sanitary Commissioner are proposed. In Col. Smyth's scheme a Personal Assistant is provided for in the General Sanitation Department, while in his letter No. G. 313, dated 16th October 1905 in connection with the re-organization of the Vaccination Department, provision is made for a Deputy Sanitary Commissioner as well. As neither of the abovementioned officers has suggested the entertainment of a full-time Sanitary Commissioner, I do not press the point, but I would urge the appointment of an efficient officer as a *Deputy* to the present Sanitary Commissioner to act in exactly the same capacity as Deputy Sanitary Commissioners do, at the present time, in all other Provinces in India. If a suitably qualified and competent hand be secured for this appointment, I think the duties of the Deputy and the Personal Assistant defined in the original scheme could be combined with advantage, at least for the present, and when the Department is fully organised later on, if the work is found to be too heavy for one man, the separation of the functions may be considered. The Deputy will thus be also Secretary to the Central Sanitary Board. He shall also assist the Sanitary Commissioner in his work as Secretary to Government in the Sanitation Department, and shall for that purpose be termed Under or Assistant Secretary, Sanitation Department, as in the Public Works, Geological and Military Departments. The status of the officer should be analogous to that of the Deputy to the Chief Engineer and the minimum pay for the combined appointment should not be less than Rs. 500. The maximum

might be fixed rising in stated instalments to Rs. 800. In the original scheme an allowance of Rs. 300 and Rs. 200 respectively are provided for the Deputy Sanitary Commissioner and Personal Assistant, but for the combined duties and the additional work now proposed I have provided only an allowance of Rs. 300, *i. e.*, the same as what has been passed by Col. Smyth in his letter No. G. 313, dated the 16th October 1905, for charge of the Vaccination Department.

A further defect in the schemes already proposed is that neither of them contemplates the formation of a State Health Department distinct by itself and apart from the Medical Department proper. Preventive Medicine is now a very wide and recognised special branch of study in itself and as such can usually absorb a man's whole energy, and time and it would not be in keeping with the progress of modern times to have the two Departments, Preventive and Curative, *i. e.*, Sanitary and Medical, mixed up together *permanently*. It is a well established fact that a District Medical and Sanitary Officer whatever may be his general qualification and willingness to work, has practically no time to devote to the study of and attention to Preventive Medicine, in addition to his legitimate duties which should be connected with the treatment of the sick more or less absolutely. I would therefore propose that the District Medical and Sanitary Officers be ultimately and gradually relieved of the actual sanitary portion of their work by Medical graduates of approved merit who have undergone special training in Sanitary Science, as soon as these are available. In order to effect better sanitary control over it, I would propose that the State be divided into three Sanitary Divisions each being placed under a Divisional Sanitary Officer. If sufficiently attractive pay be offered, I feel sure that really good men can *at once* be had to fill these appointments, or failing that, suitable men may be selected from the Medical Department and given the necessary sanitary training in Madras or England which could be completed within a year. A salary commencing at Rs. 250 and rising to Rs. 400 with an allowance of Rs. 150 will, I think, attract the right sort of men. These appointments could be filled up as men become available; in the meanwhile the present District Medical and Sanitary Officers may continue to perform the duties of the Sanitary Department as hitherto and supervise as far as possible the work of the qualified Sanitary Inspectors wherever such have been entertained, and for this additional work they may be given an allowance of Rs. 50 *temporarily*.

I cannot agree to the proposal of confining the reformation to one district to start with, for more efficient sanitary effort is urgently called for *all over the State* and, to be of any real use to the community at large, must be a general and combined effort. The rule regarding the qualifications of Sanitary Inspectors may be relaxed slightly so that men with the necessary sanitary training who agree to pass an examination in Kanarese in six months or a year, may be admitted. These may be posted throughout the State wherever there may be the greatest demand for them. To facilitate the supervision of these Sanitary Inspectors, the present Deputy Inspectors of Vaccination may be given a training as Sanitary Inspectors in Madras as proposed by both Col. Benson and Lt.-Col. Smyth, and afterwards be appointed temporarily as District Sanitary Assistants and Deputy Inspectors of Vaccination, and placed under the District Medical and Sanitary Officers for the time being, and subsequently under the Divisional Sanitary Officers. The pay of these officers might be the same as was proposed in the original scheme with an allowance of Rs. 30 for the additional sanitary work imposed. But when by transfer or retirement, their places become vacant they should be filled up by Medical Officers of the present Sub-Assistant Surgeon's grade who have undergone special sanitary training in Madras. These will then be the District Sanitary Officers and should have control over all Sanitary and Vaccine operations in the district under the direct orders of the Divisional Sanitary Inspector. Their pay may be fixed at from Rs. 100 to Rs. 200 plus an allowance of Rs. 50.

Thus ultimately, the Department would consist of only men who have undergone a special training in Sanitary Science. This is what exists in England and what is being aimed at and brought about in British India at the present time. When smaller Native States like Travancore have already set an example in this direction and maintain a separate Sanitary Department distinct from the Medical, such cannot, and should not, be impossible in Mysore. In addition to the Divisional and District Sanitary Officer, each of the Municipalities of Bangalore and Mysore as heretofore and the Sanitary Board, Kolar Gold Fields, will have to entertain and maintain their own Health Officers. As the pay of these officers will be debited to Municipal and Sanitary Board funds, it is not shown here. The Sanitary service thus formed ultimately, would be a distinct graded service like the Medical and would consist of—

(1) One Sanitary Commissioner *ex-officio* (Secretary to Government, Sanitary Department).

(2) One Deputy Sanitary Commissioner, and Inspector of Vaccination (Under or Assistant Secretary, Sanitation Department) Rs. 500—50—800 plus Rs. 300.

(3) Three Divisional Sanitary Officers Rs. 250—25—400 plus Rs. 150.

(4) Three Municipal Health Officers.

(5) Eight District Sanitary Officers Rs. 100—$\frac{25}{2}$—200 plus Rs. 50.

(6) Sanitary Inspectors as already sanctioned in Government Order No. 9301-19—M. L. 67-03, dated 8th April 1905.

(7) Thirty-three (to 48) vaccinators ranging from Rs. 20 to 40 plus Rs. 10 and necessary clerical establishment (*vide* proposition statement).

The salaries above shown may appear at first sight a bit too liberal when compared with what is being paid in the Medical Department proper, but it must be remembered that Sanitary service is everywhere better paid than the Medical Department on account of the very great risks Sanitary Officers are subjected to in their every day work in connection with dangerous epidemics, and the loss of all income from private practice. There are at present no less than 4 instances of families of Medical Officers and subordinates claiming some kind of compensation on account of death of those officers while discharging plague or other sanitary duties. The amounts proposed are, I think, the least that would attract the right sort of men and offer them sufficient inducement *to remain on* in the Sanitary service, a very important consideration in order to maintain continuity in administration of the department.

The greater bulk of the present plague expenditure would possibly be curtailed by the inauguration of a Sanitary Department on thoroughly efficient lines, effecting a considerable saving to the State under that head. It will also be noted that the officials of the Vaccination Department will ultimately be assimilated into the Sanitary Department as a branch (as in British India) and that though put down here, will not necessitate any extra expenditure, but for purposes of Administration, form an integral branch of the Sanitary Department of the State.

When the Department is organized there will have to be a Public Health Institute attached to it. In my letter No. G. 671, dated 31st January 1907, I have referred to this separately. A Laboratory Assistant on Rs. 80 rising to Rs. 120 plus Rs. 20 and two menials are provided for the purpose in this scheme.

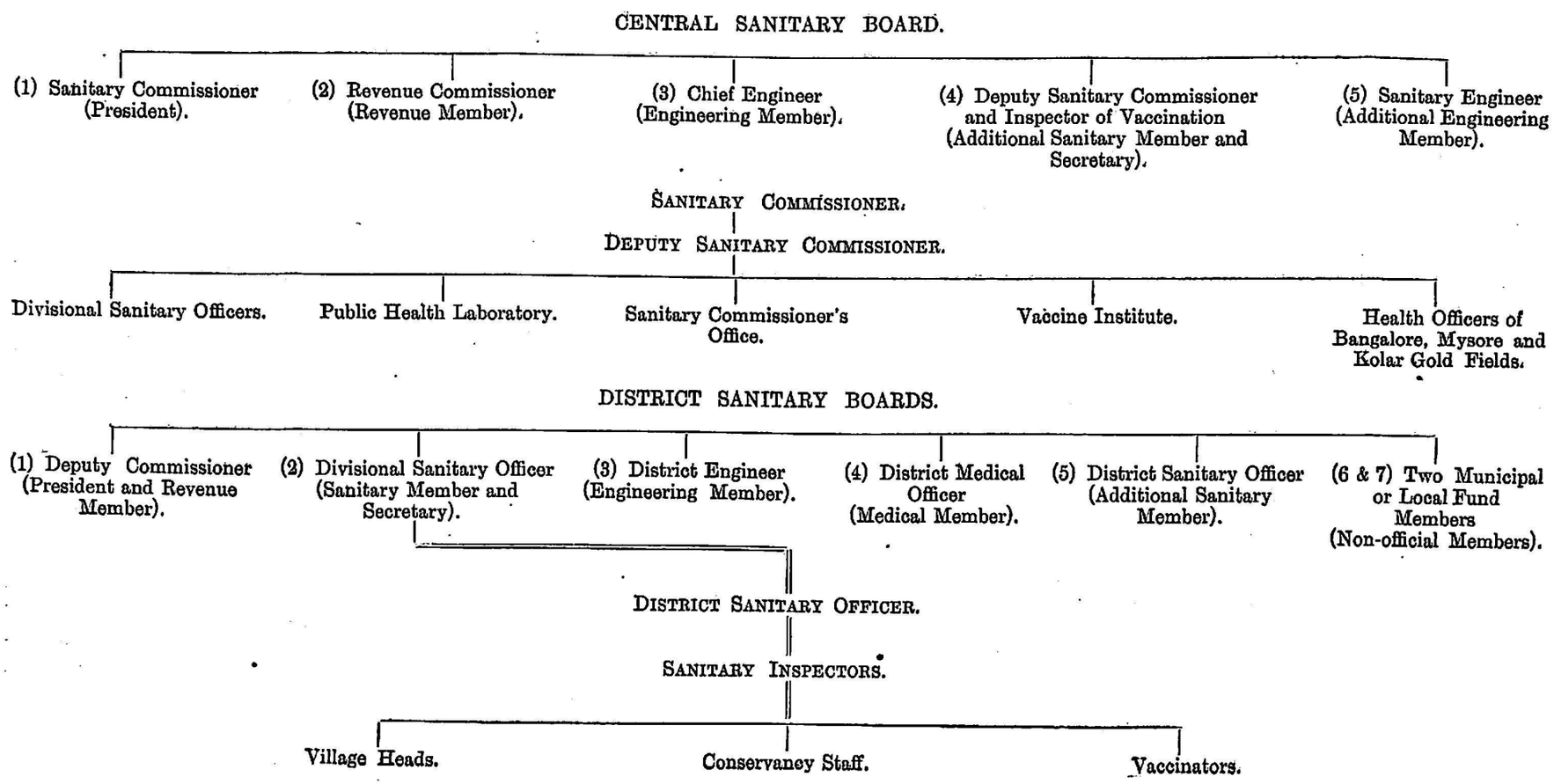
Sanitary Boards:—One of the suggestions in which I fully concur with my predecessors is the formation of Central and District Sanitary Boards. These I consider absolutely necessary for reasons already given by Col. Smyth in the last but one para of his letter No. G. 239, dated the 28th September 1905. The Board as recommended is only consultative and advisory, and cannot therefore hamper the Executive. Such Boards exist in all civilized countries, and in British India they have been working satisfactorily for some years. I would recommend the following modifications in the *personnel* of the proposed Board. In the Central Sanitary Board, in place of the Secretary to Government, General and Revenue Departments, who probably cannot find the required time and is, besides, a part of Government, I would propose the Revenue Commissioner. I would also suggest the appointment of the Deputy Sanitary Commissioner and the Sanitary Engineer to Government as members of the Board in addition to the Sanitary Commissioner and the Chief Engineer, for it would be these officers that would be more conversant with details and local requirements in connection with any proposal that may come before the Board. They should be allowed to vote, as without that privilege it is not likely that they would take the same interest in the deliberations of the Board. The Deputy Sanitary Commissioner should be Secretary to the Central Sanitary Board as stated above.

In the District Sanitary Boards, the Divisional Sanitary Officers and District Sanitary Officers when appointed should be members in addition to the District Medical Officers. The District Medical Officer will be the Secretary as proposed in the original scheme till the Divisional Sanitary Officer is appointed and relieves him of such work. The non-official members proposed should have power to vote, as otherwise they are not likely to take interest in the proceedings of their respective Boards.

The working of the Department will be the same as was proposed in the original, *i. e.*, King-Benson Scheme with the exception that the District Sanitary Officer when appointed will not be subordinate to the District Medical Officer, but will be directly under the orders of the Divisional Sanitary Officer.

The Sanitary Inspectors will be direct subordinates of the District Sanitary Officers but the local Revenue authorities, *i. e.*, Municipal or Local Fund Presidents and Vice-Presidents may give them instructions in ordinary routine work. In cases of urgency in connection with epidemics or other causes, the Sanitary Inspector shall abide by the orders of the local Revenue authorities subject to approval of the same by the District Sanitary Officer. The suggestions as regards funds, made in the original scheme, also meet with my approval.

SUMMARY OF PUBLIC HEALTH SCHEME.



As regards the revision of Vaccination Department which was proposed in the original scheme, Government did not at first pass any orders. Subsequently, on Col. Smyth's No. 313, dated the 16th October 1905, Government were pleased to sanction the system of working of the Department without revising the establishment as recommended. It is now requested that the revision of the establishment proposed may also be sanctioned, as without it, it is not possible to work the system efficiently. The total additional cost of the new proposal for the organization of the sanitation and revision of the Vaccination Department will thus be now Rs. 35,772 and ultimately Rs. 56,292. The details are shown in the proposition statement appended. The probable cost of travelling and contingent charges will thus be Rs. 12,000 in addition.

The officers and staff will be appointed gradually according to urgency and as suitable hands become available.

---

(3) Letter No. G. 829, dated the 26—27th March 1907, from Major H. E. Drake Brockman, I.M.S., Offg. Senior Surgeon and Sanitary Commissioner with the Government of His Highness the Maharaja of Mysore.

In continuation of my letter No. G. 673, dated the 2nd February 1907, forwarding for consideration and sanction of Government a revised and detailed scheme for a Public Health Department for this State, and with reference to the conference held in the Council Chamber on Saturday, March 16th, I beg herewith to forward a list of certain items which were revised in consultation at the time with regard to the pay of certain officials, ultimately to be appointed in connection with this scheme, *viz.*:—

Deputy Sanitary Commissioner's pay to be Rs. 500-50-750, increments biennially.

Divisional Health Officers (one for each section) Rs. 250-50-400, increments biennially.

Beyond the above mentioned amended items it was agreed that the entire scheme should stand.

The Health Officers for the Cities of Bangalore, Mysore and Kolar Gold Fields are items urgently required, and considering the long-felt necessity for the same I would urge very early orders being passed by Government as to their entertainment.

As regards the Divisional Health Officers it was suggested, and I think rightly, that a commencement should at once be made by the appointment of one such duly qualified to the Western Circle, which includes the most unhealthy portions of the State, *e.g.*, Shimoga, etc.

The incidence of diseases such as cholera and small-pox recently in epidemic form call for early measures, and if early orders on the subject be kindly passed, it will enable me to set about organizing details, as I may point out that it will be a matter which cannot be done in a hurry as a careful selection of really competent and suitable officials will have to be made and there is a large mass of detail and administration which will have to be gone into very thoroughly by me in starting this scheme in order to ensure success, which I am confident of, as results will, I feel sure, speedily prove.

As regards the question of finance, I was requested at the Council Meeting to suggest, if possible, any retrenchments in the Medical Department or transference of funds in order to meet the extra expenditure to be incurred. I much regret, after carefully going into details, that I am unable to suggest any such from any available source at present, and moreover would not advise tampering with the budget heads of a Department whose needs are so dependent upon influences outside our control, which may at any moment require large additions to its income in order to meet immediate developments, as the vagaries of disease and its incidence are dependent upon factors which cannot usually be foreseen, I regret to say, so that if budget grants are diminished, it may mean many and urgent applications to Government for their refund at any moment, which is undesirable.

I may add that if my scheme is given a full and fair trial, I can guarantee results in a very short space of time, and anticipate certain savings in the plague allotments. I also hope to carry on the Vaccine Institute upon lines which should give a handsome return to the Government; in this and in many little ways I feel sure we shall get more than a return for our money in the long run.

In conclusion I beg to express a hope that early orders may be issued by Government on this most important matter as it has been one which has remained shelved more or less far too long, and if postponed much longer, may possibly recoil upon us in a very unpleasant manner.

Sanitary, dated 10th August 1907.

READ ALSO—

The following extracts from letter No. G. 440½, dated the 27th May 1903, from Colonel P. H. Benson, Senior Surgeon and Sanitary Commissioner, referred to in the second of the letters read above:—

* * * * *

6. *The duties of the Central Sanitary Board* will be to consider all Sanitary schemes involving an expenditure of over Rs. 1,000 forwarded by the Sanitary Commissioner, or by District Boards or other authorities through him, and if the expenditure be not above Rs. 20,000 accord or refuse its sanction for their execution as it may deem fit. When a scheme is estimated to cost over Rs. 20,000 the Central Sanitary Board will place the scheme before Government, together with the full papers and an expression of its advice for final disposal by Government, provided no action need be taken when the Board is of opinion a scheme should not be carried out. The work of the Board will be conducted by circulating papers, and by special meetings when thought necessary by the President.

7. *The Sanitary Commissioner to Government* will be responsible direct to Government for the administration of the entire Department. He shall have power to pass all schemes involving an expenditure of not more than Rs. 1,000. In the case of all schemes costing over Rs. 1,000 the District Boards and Municipalities shall submit to such methods of control of expenditure as the Central Sanitary Board may from time to time direct. The Sanitary Commissioner will also be *ex-officio* member of all Sanitary Boards.

8. *The Personal Assistant to Sanitary Commissioner* as Secretary, will have no power to vote. His duties will be to receive all communications addressed to the Board, and lay them before the President, to record all proceedings of the Board and to carry out the orders of the President. As Personal Assistant to the Sanitary Commissioner, he will be in charge of the Vaccine Institute, and assist the Sanitary Commissioner in all scientific branches of his work.

9. *The Deputy Sanitary Commissioner* will also be Inspector of Vaccination. He will, of course, be subordinate to the Sanitary Commissioner. His duties will be to assist the Sanitary Commissioner in controlling and administering the Sanitary staff and in supervising Vaccination and Registration of Vital Statistics throughout the Province, and in carrying out such sanitary inspection as he may specially, and from time to time, be deputed to undertake by the Sanitary Commissioner.

10. *The Sanitary Engineer's duties* will remain the same as hitherto with the exception that he will perform his work in accordance with the orders of the Sanitary Board, and all schemes drawn up by him must be submitted to the Sanitary Commissioner or the Central Sanitary Board through the Sanitary Commissioner, for approval according as the cost involved is below or over Rs. 1,000 in each case.

11. *The Special Health Officers of Bangalore and Mysore Cities* will be directly subordinate to the Sanitary Commissioner.

12. *The Sanitary Commissioner's Office* will consist of three branches, *viz.*, (1) the Vital Statistical (2) Public Health and General Correspondence and (3) Minor Engineering. This latter is provided for the drawing up of plans and estimates for all minor and petty works that the Sanitary Commissioner may require from time to time and for issue of type designs for such works, all other works being attended to by the Sanitary Engineer's Department as hitherto.

13. *District Sanitary Boards.*—At present all matters in connection with sanitation in the different districts (rural areas) are dealt with by the Local Fund Boards composed of the Deputy Commissioner as President, the District Engineer and Amildars as members, the District Medical and Sanitary Officer as an *ex-officio* member having but little voice in the matter. In order that Sanitary works may in future receive more attention, it is proposed to have in addition to the above Local Fund Board, a District Sanitary Board which will relieve the Local Fund Board of all duties in connection with sanitation in the district. The District Sanitary Board shall be composed of the following *ex-officio* members :—

(1) The Deputy Commissioner, President and Revenue Member.
(2) District Medical and Sanitary Officer, Secretary and Member.
(3) Executive Engineer of the District, Engineering Member.

14. Additional members not exceeding two in number may be appointed by the Board from time to time. These shall be members of the Local Fund Board or Municipalities in the district elected temporarily at a meeting, with reference to their local knowledge in connection with schemes relating to areas in which they are concerned. These members shall retain their seats in the District Sanitary Board until the completion of such works or rejection of the schemes with reference to the special knowledge of which their election shall have been decided upon by the District Board. Their memberships shall then be relinquished. These additional members shall have no vote.

15. Schemes for sanitary improvements may be submitted by any official or tax-payer to the District Sanitary Board. The Board will consider all such schemes every year, will draw up before time of budget, proposals for the expenditure of allotment, retaining portion for minor emergent schemes that may be required during the year. Before final embodiment in the budget, the proposals should receive the sanction of the ~~Sanitary Commissioner~~.

16. Sanitary works shall be classified as "Major," "Minor" and "Petty." Major works shall include undertakings involving expenditure of and over Rs. 1,000. Minor works shall include undertakings of and above Rs. 50 and up to Rs. 1,000. Petty works shall include undertakings costing below the sum of Rs. 50. 5000/-

17. Plans and estimates for all major works shall be undertaken under the supervision and advice of the Sanitary Engineer to Government. Minor sanitary works shall be undertaken by the District Boards and District Municipalities, both as to preparation of schemes or plans and their execution, with the advice of the District Sanitary Board, but when any single work is estimated to cost Rs. 200 or more, the plans and estimates prepared by the District Sanitary Board, shall, before execution of the works, be approved by the Sanitary Commissioner. Petty Sanitary works shall be executed under such Agency as District Boards and Municipalities may direct. In the execution of these works, the authorities will follow standard designs as far as possible.

18. Before proceeding to execution, Local Fund Boards and Municipalities shall refer plans and estimates for Sanitary works other than those classed as petty to the District Sanitary Board of the District concerned, for approval by the Sanitary Commissioner, or the Central Sanitary Board, as the case may be.

19. Copies of all resolutions passed by the District Sanitary Board shall be forwarded for information of the Central Sanitary Board addressed to the Secretary to that Board, and when the works referred to are not of a nature requiring the formal approval of the Central Sanitary Board, it shall nevertheless be allowable that the latter shall in its discretion call for plans and estimates and advise thereon as it may think fit. But it shall be understood that if within ten days of acknowledgment of receipt of such resolution no request for plans and estimates has been made by the Board, the District Sanitary Board shall be entitled to carry out works without further reference.

20. In the event of the Sanitary Commissioner objecting on Sanitary grounds to any proposals made, he should serve notice to the District Sanitary Board, which should desist from effecting such arrangements objected to until it has received either a written or personal explanation from that officer. If the District Sanitary Board be of opinion that the objection should be overlooked, the matter may be referred by the Sanitary Commissioner, at his discretion, either to Government or to the Central Sanitary Board. The decision received from either of these authorities shall be considered final.

21. All correspondence addressed to the District Sanitary Board shall be forwarded to the Secretary, and all Proceedings of that Board shall be issued under the signature of that officer. All correspondence affecting Sanitary matters in areas under the charge of the District Boards and Municipalities other than those of Bangalore and Mysore, shall be addressed by Members of these bodies and by the District authorities concerned through the District Medical and Sanitary Officer to the President of the Board concerned and in the case of Bangalore and Mysore through the respective Health Officers.

* * * * *

41. *Funds.*—Government will every year allot a certain portion of its total Provincial Revenue to Sanitation and will allot it on the advice of the Central Sanitary Board. Out of this fund, will be met the permanent charges of the offices of the Sanitary Commissioner, the Sanitary Engineer, the Deputy Sanitary Commissioner, Vaccine Institute, the pay and allowance of the District Health Officer, cost of his staff as well as that of District Medical and Sanitary Officer, Deputy Inspectors of Vaccination and Taluk Vaccinators. Out of the balance will be met the varying charges under the head of annual loans and grants to local bodies for major Sanitary works.

42. Local Fund Boards and Municipalities will, in consultation with the District Sanitary Board, allot as much funds as are available for Sanitation. Such allotments shall, in the case of the Local Fund Boards, be not less than 15 per cent of the total current income, and in the case of Municipalities, not less than 30 per cent. Of these allotments, a portion will be placed at the disposal of the Amildars or Presidents of Municipalities towards permanent charges of the Sanitary ministerial and menial establishments. The balance will be placed at the disposal of the District Sanitary Board towards varying charges under the heads of—

(1) Sanitary works and repayment of loans for such works.

(2) Epidemic charges—reserve.

(3) General Sanitary apparatus and conservancy plant.

(4) Contingencies including petty works and repairs to plant.

43. The following is an abstract statement of source and expenditure of Sanitary Funds :—

THE GOVERNMENT SANITARY ALLOTMENT.

(As much as available every year.)

PROVINCIAL FUNDS.

PERMANENT CHARGES.	VARYING CHARGES.
Offices of Sanitary Commissioner, the Sanitary Engineer, Deputy Sanitary Commissioner, Vaccine Institute, Offices of the District Medical and Sanitary Officers, District Health Officers and their staff, Deputy Inspectors of Vaccination and Taluk Vaccinators.	Annual grants and loans to local bodies for major Sanitary works.

LOCAL AND MUNICIPAL FUNDS.

(As much as available but not less than 30 per cent of current revenue in the case of Municipalities and 15 per cent in the case of District Fund Boards.)

PERMANENT CHARGES.	VARYING CHARGES.			
Sanitary ministerial and menial establishments.	(1) Sanitary works, major and minor, repayment of loans for such works.	(2) Epidemic charges reserve.	(3) General Sanitary apparatus and conservancy plant.	(4) Repairs to plant and contingencies including petty works.

VACCINATION DEPARTMENT.

44. As the Vaccination Department forms part of the General Sanitation Department, the question of its reorganization is taken up with that of the Health Department. In April 1889, the Department was placed under the immediate supervision of the District Revenue authorities as the District Medical Officers found it impossible to exercise sufficient supervision without prejudice to their own duties. In the scheme now proposed, the Deputy Sanitary Commissioner will also be Inspector of Vaccination and the District Medical and Sanitary Officers with the help of the District Health Officers will be able to control Vaccination work in the Districts. It is therefore proposed that the Deputy Inspectors of Vaccination and the Vaccinators be placed entirely subordinate to the District Medical Officers. This will relieve the District Revenue Officers of their present anomalous position of having to supervise work of a professional nature without their possessing any knowledge of the same.

* * * * * *

50. For Vaccination work to be conducted efficiently according to the abovementioned scheme, it is necessary that the personnel of the Department should be improved. The present Vaccinators are of a class little better than peons and their educational qualifications are also about the same. In the scheme now proposed the pay and prospects of the Vaccinators are raised so that only persons that have passed at least the Middle School or Lower Secondary examinations will be entertained. It is also proposed to mount the Vaccinators, as when they are mounted, they will be able to visit more villages than hitherto. It is hoped that one mounted Vaccinator will be able to do the work of three of the present Vaccinators. In the proposition statement therefore only one mounted Vaccinator is provided in the place of three existing.

51. Perhaps it may be found that in certain localities three taluks cover too extensive an area to be managed by a single Vaccinator under this system, though he may be mounted. In that case it may be necessary to appoint additional Vaccinators not more than 15. The appointment of 15 additional Vaccinators will cost Rs. 5,400 more a year than what is now proposed.

* * * * * *

Proceedings of the Government of His Highness the Maharaja of Mysore,

No. 1378-92—SAN. 93-06-8, DATED BANGALORE, 10th AUGUST 1907.

ORDER THEREON.—In August 1903, Lieutenant-Colonel Smyth, the then Senior Surgeon and Sanitary Commissioner, submitted to Government a scheme prepared by Colonel Benson for the formation of a Health Department in the State. The Government in their Order No. 9301-19—Ml. 67-03, dated the 8th April 1905, while regretting their inability, under existing conditions, to accord sanction to the scheme in its entirety, sanctioned as a useful instalment of Sanitary improvement, a modified scheme for the training and employment of certified Sanitary Inspectors for improving the sanitation of Municipal towns and rural parts in the State. Under this scheme there are at present 19 Sanitary Inspectors and three Assistant Sanitary Inspectors employed in several parts of the State, including the Bangalore and Mysore City Muincipalities.

2. In September 1906, Lieutenant-Colonel Smyth represented that the scheme sanctioned as above could not be carried out in its entirety throughout the State, as the services of a sufficient number of qualified men could not at once be procured, and suggested that a beginning in the way of organizing a regular Sanitary staff might be made in the case of a selected district or two, the Mysore District being taken up first. His proposals involved (i) the appointment of a qualified officer of the rank of Sub-Assistant or Assistant Surgeon as District Sanitary Officer with a full complement of Sanitary Inspectors, one for each taluk, and (ii) the training of the existing Deputy Inspectors of Vaccination as Sanitary Inspectors. He also recommended the formation of Central and District Sanitary Boards as suggested by Colonel Benson in his original scheme. Lieutenant-Colonel Smyth considered that if District Sanitary Officers of the rank suggested by him were appointed, a District Sanitary Officer with a Deputy Inspector of Vaccination might be able to attend to the work of two districts instead of one.

3. While this scheme was under the consideration of Government, Lieutenant-Colonel Smyth went on leave and Major Drake Brockman, who succeeded him as Senior Surgeon and Sanitary Commissioner, considered that both Colonel Benson's original scheme and the one submitted by Lieutenant-Colonel Smyth required modifications in certain important respects to suit present needs. The modifications finally suggested by him have been duly considered, and Government are pleased to sanction the following proposals for the constitution of a Department of Public Health in the State:—

(1) The Senior Surgeon will continue to be *ex-officio* Sanitary Commissioner, and as such will be directly responsible to Government for the administration of the entire Department.

(2) As the Sanitary Commissioner has various other duties also attached to his office, he will be given a full-time Deputy, who will relieve him of all routine work and assist him in controlling and administering the Department. The Deputy Sanitary Commissioner will also be Inspector of Vaccination. His pay will be fixed at Rs. 500 rising to Rs. 750 by biennial increments of Rs. 50.

(3) The State will be divided into three Sanitary Divisions and for each Division a Divisional Sanitary Officer will be appointed on a pay of Rs. 250 rising to Rs 400 by biennial increments of Rs. 50. One such officer will be immediately appointed to the Western Division, which includes the most unhealthy portions of the State, such as Shimoga.

(4) For the eight districts, there will be eight District Sanitary Officers subordinate to the Divisional Sanitary Officers. They will be Medical Officers of the present Sub-Assistant Surgeon's grade who have undergone special training in Sanitation. Their pay will be Rs. 100 rising to Rs. 200 by biennial increments of Rs. 25. They will control the work of the Sanitary and Assistant Sanitary Inspectors and Vaccinators, systematically inspect towns and villages in respect of sanitation and the prevention of epidemics, and supervise the registration of vital statistics.

(5) Health officers will be appointed for the Cities of Bangalore, Mysore and the Kolar Gold Fields Sanitary Circle on the same pay as the Divisional Sanitary Officers, *viz.*, Rs. 250 rising to Rs. 400 by biennial increments of Rs. 50. They will be given a conveyance allowance of Rs. 50 per mensem in addition.

(6) The appointment of Sanitary Inspectors and Assistant Sanitary Inspectors shall be regulated by the Government Order of April 1905, but in order to secure the required number of men, the rules regarding their qualifications will for the present be slightly relaxed. Accordingly it is proposed that men who may be ignorant of Kanarese but possess all the other qualifications may be appointed, provided they are prepared to pass an examination in Kanarese within one year of admission. Sanitary and Assistant Sanitary Inspectors will be directly subordinate to the District Sanitary Officer, but the local Revenue authorities, *viz.*, Municipal and Local Board Presidents and Vice-Presidents, may issue instructions to them in regard to ordinary routine work. In cases of urgency such as the outbreak of epidemics, they shall abide by the orders of the local Revenue authorities subject to approval of the same by the District Sanitary Officer.

(7) As men who are qualified for appointment as District Sanitary Officers as above are not available at present, the Deputy Inspectors of Vaccination will be given a training in Sanitation at Madras or elsewhere as early as possible and then appointed temporarily as "District Sanitary Assistants and Deputy Inspectors of Vaccination." They will be in charge of the duties of District Sanitary Officers, until their places become vacant by transfer, retirement, or death, when they will be replaced by duly qualified District Sanitary Officers. During the period of training they shall get their present pay. After training when they are appointed as "District Sanitary Assistants," their pay will be fixed at Rs. 80 for those who are now in the second grade of "Deputy Inspectors of Vaccination" and Rs. 100 for those in the first grade. During the time the Deputy Inspectors of Vaccination are under training, the present District Medical and Sanitary Officers will supervise the work of vaccination in their districts. The District Sanitary Assistants will be subordinate to the Divisional Sanitary Officers, but until these are appointed, they shall work under the present District Medical and Sanitary Officers. When District Sanitary Officers are appointed, the District Medical and Sanitary Officers will cease to be called Sanitary Officers; and the temporary class of "District Sanitary Assistants and Deputy Inspectors of Vaccination" will also cease to exist.

(8) The work of vaccinators is not properly supervised now and the men selected as vaccinators are not of the right sort. It is proposed to get a better quality of work turned out by a much smaller number of men who will be mounted and will be much better paid. The Senior Surgeon's proposal to reduce the number of vaccinators from 95, getting Rs. 10, 12 and 15 to 33 getting Rs. 20, 30 and 40 according to grades, plus a horse allowance of Rs. 10, which involves a slight excess in the cost, is sanctioned.

(9) A Central Sanitary Board for the State and District Sanitary Boards for each district will be constituted as follows:—

CENTRAL SANITARY BOARD.

1. Sanitary Commissioner (President).
2. Revenue Commissioner (Revenue Member).
3. Chief Engineer (Engineering Member).
4. Deputy Sanitary Commissioner (Additional Sanitary Member and Secretary.)
5. Sanitary Engineer (Additional Engineering Member).

DISTRICT SANITARY BOARD.

1. Deputy Commissioner (President and Revenue Member).
2. Divisional Sanitary Officer (Sanitary Member).
3. District Engineer (Engineering Member).
4. District Medical Officer (Medical Member).
5. District Sanitary Officer (Additional Sanitary Member and Secretary).
6. & 7. Two Municipal or Local Fund Board Members (Non-official Members).

NOTE.—Until a District Sanitary Officer is appointed, the District Medical Officer will be Secretary to the Board.

It shall be the duty of the District Sanitary Board to advise Municipal and District Boards in regard to all schemes for Sanitary improvement which may be under the consideration of such Boards. All schemes involving an expenditure of over Rs. 1,000 shall be submitted to the Central Sanitary Board. It shall be the duty of the Central Sanitary Board to consider all such schemes and advise Government as to their desirability. As regards the delegation of additional duties and powers to the Central and District Sanitary Boards and the funds to be administered by them, the Sanitary Commissioner will be requested to submit proposals after consultation with the Municipal and District Boards and the Central and District Sanitary Boards.

(10) The establishment of 3 clerks and 2 peons costing Rs. 84, sanctioned in Government Order No. 6828-9—Med. 51-05-11, dated 4th February 1907, for the Sanitary branch of the Senior Surgeon's office and ordered to be placed directly under the Personal Assistant to the Sanitary Commissioner, will be continued and shall work under the Deputy Sanitary Commissioner. The Government are unable to sanction the additional establishment costing from Rs. 399 (minimum) to Rs. 519 (maximum) asked for by the Senior Surgeon and Sanitary Commissioner for his office.

(11) The Senior Surgeon proposes that after the Health Department is organized there should be a Public Health Institute with a Laboratory attached to it. For work in the Laboratory a Laboratory Assistant on Rs. 80 rising to Rs. 120 by biennial increments of Rs. 10 and 2 attendants on Rs. 8 each are sanctioned.

4. The financial effect of the proposals as shown in the detailed and abstract statements marked A and B appended to this Order, will be a total annual minimum and maximum cost of Rs. 55,740 and Rs. 79,620 respectively, as against Rs. 25,188, the present cost, resulting in an increase of Rs. 30,552 rising to Rs. 54,432. This estimate includes the pay and allowance of the three Health Officers for the Bangalore and Mysore Cities and the Kolar Gold Fields, which have to be borne by the two Municipalities and the Kolar Gold Fields Sanitary Board, respectively, and thus the charge on the General Revenues will be a minimum of Rs. 44,940 and a maximum of Rs. 63,420. Having regard to the advantages to be derived from the appointment of specially trained officers as Health Officers of these important Cities and the Kolar Gold Fields, Government have no doubt that the Municipal Councils and the Kolar Gold Fields Sanitary Board will readily agree to bear the cost of the Health Officers from their funds. The Presidents of the Bangalore and Mysore City Municipalities and the Kolar Gold Fields Sanitary Board are accordingly requested to place this subject before their respective Boards and submit their resolutions for the orders of Government.

5. The additional annual expenditure that would have to be incurred when the scheme is brought fully into operation would be Rs. 38,232, but Government are in hopes that considerable savings could be effected in the plague expenditure and some profits shown from the Vaccine Institute to set off against this additional expenditure. As regards plague charges, the later investigations by the Bacteriologists in Bombay would point to the uselessness of maintaining large inspection staffs for plague inspection in the Cities and also on the frontier, and these may perhaps be dispensed with and the cost incurred on them saved.

6. The Senior Surgeon is requested to state how he would propose to group the districts with a view to form the three Sanitary Divisions to be placed under the Divisional Sanitary Officers.

C. S. BALASUNDARAM IYER,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Senior Surgeon and Sanitary Commissioner with the Government of Mysore.
The Comptroller, Mysore Government.
The Chief Engineer in Mysore.
The Revenue Commissioner in Mysore.
The Deputy Commissioners of Districts and Presidents of the Municipal and District Boards.
The Presidents of the City Municipalities of Bangalore and Mysore.
The President, Sanitary Board, Kolar Gold Fields.

Exd.—C. V.

Sanitary, dated 10th August 1907.

A.—Proposition statement of the Health Department for the Mysore State.

Existing scale (as shown in the proposition statement received from the Senior Surgeon and Sanitary Commissioner)			Proposed scale as per Senior Surgeon and Sanitary Commissioner's statement					Sanctioned scale					Remarks
No.	Particulars	Cost per mensem	No.	Particulars	Minimum pay for the month	Maximum pay for the month	Allowance for the month	No.	Particulars	Minimum pay for the month	Maximum pay for the month	Allowance for the month	
		Rs.			Rs.	Rs.	Rs.			Rs.	Rs.	Rs.	
1	Sanitary Commissioner	*Nil*	1	Sanitary Commissioner (*Ex-officio*) ...	*Nil*	*Nil*	*Nil*	1	Sanitary Commissioner (*Ex-officio*)	...	...	...	
1	Personal Assistant ...	(300+100+30) =430	1	Deputy Sanitary Commissioner Rs. 500—50—800+300 ...	500	800	300	1	Deputy Sanitary Commissioner, Rs. 500—50—750 ...	500	750	...	
2	Peons at Rs. 7 each (temporary) ...	14	...	Sanitary Commissioner's Office, Statistical Branch—					Office Establishment—				
	Senior Surgeon's Office Plague Branch (temporary)—		1	Manager, Rs. 75—5—100 ...	75	100	...	1	Clerk, Rs. 25	25	25	...	Already sanctioned in Government Proceedings No. 6828-9—Medical 51-05, dated the 4th February 1907.
1	Head Clerk ...	50	1	Statistical Clerk, Rs. 50—4—70 ...	50	70	...	1	Clerk, Rs. 25	25	25	...	
1	2nd "	30	1	Deputy Clerk, Rs. 35—2—45 ...	35	45	...	1	Clerk, Rs. 20	20	20	...	
1	3rd "	20	1	Clerk, Rs. 20—2—30	20	30	...	2	Peons at Rs. 7 each ...	14	14	...	
1	4th "	15	...	Correspondence Branch—									
2	Peons	15	1	Head Clerk, Rs. 40—4—60 ...	40	60	...						
			1	2nd Clerk, Rs. 25—2—35... ...	25	35	...						
			1	Record-keeper, Rs. 25—5—35 ...	25	35	...						
			1	Attender	10	10	...						
			1	Typist	20	25	...						
			1	Clerk	15	20	...						
			1	Despatcher	15	20	...						
				Menial establishment—									
			1	Dafadar	10	10	...						
			6	Peons, 3 at Rs. 8 and 3 at Rs. 7 each	45	45	...						
			2	Lascars	14	14	...						
				Total ...	399	519	...		Total Rs. 84 ...	84	84	...	

A.—Proposition Statement, etc.—*concld.*

No.	Existing scale: Particulars	Existing scale: Cost per mensem	No.	Proposed scale: Particulars	Proposed scale: Minimum pay for the month	Proposed scale: Maximum pay for the month	Proposed scale: Allowance for the month	No.	Sanctioned scale: Particulars	Sanctioned scale: Minimum pay for the month	Sanctioned scale: Maximum pay for the month	Sanctioned scale: Allowance for the month	Remarks
		Rs.		Laboratory Department—	Rs.	Rs.	Rs.		Laboratory Department—	Rs.	Rs.	Rs.	
			1	Laboratory Assistant	80	120	20	1	Laboratory Assistant ...	80	120	...	
			2	Attendants at Rs. 8 each... ...	16	16	...	2	Attendants at Rs. 8 each ...	16	16	...	
				Total ...	96	136	20		Total Rs...	96	136	...	
				Executive—					Executive—				
			3	Divisional Officers Rs. 250—$\frac{25}{2}$—400+100	750	1,200	300	3	Divisional Sanitary Officers Rs. 250—$\frac{25}{2}$—400 ...	750	1,200	...	
			3	Clerks on Rs. 25 each	75	75	*Nil.*	3	Clerks on Rs. 25 each ...	75	75	...	
			3	Clerks on Rs. 15 each	45	45	*Nil*	3	Clerks on Rs. 15 each ...	45	45	...	
			9	Peons on Rs. 7 each	63	63	*Nil*	9	Peons on Rs. 7 each ...	63	63	...	
				Total ...	933	1,383	300		Total ...	933	1,383	...	
			8	District Sanitary Officers Rs. 100—25—200+50	800	1,600	400	8	District Sanitary Officers, Rs. 100—$\frac{25}{2}$—200 ...	800	1,600	...	
			8	Clerks on Rs. 15 each	120	120	...	8	Clerks on Rs. 15 each ...	120	120	...	
			16	Peons on Rs. 7 each	112	112	...	16	Peons on Rs. 7 each ...	112	112	...	
				Total Rs...	1,032	1,832	400		Total Rs...	1,032	1,832	...	
			3	Health Officers for Bangalore, Mysore and Kolar Gold Fields ...	750	1,200	...	3	Health Officers, Bangalore, Mysore and Kolar Gold Fields, Rs. 250—$\frac{25}{2}$—400+50	750	1,200	150	
				(Pay not proposed by the Senior Surgeon)—					Sanitary Inspectors ...	...	...	...	To remain as they are. At present there are 19 Sanitary and three Assistant Sanitary Inspectors employed in the Province under the Health
	Vaccine Department—			Sanitary Inspectors (sanctioned in Government Proceedings No.9301-19 Ml. 67-03, dated 8th April 1905)—					Vaccine Department—				
9	Deputy Inspectors 4 at Rs. 60 5 at Rs. 40 ...	440		Vaccine Department—				1	1st Class Vaccinator ...	40	40	10	
			1	1st Class Vaccinator	40	40	10	9	2nd Class Vaccinators at Rs. 30 each	270	270	90	

Sanitary, dated 10th August 1907.

95	Vaccinators 8 at Rs. 15, 45 at Rs. 12 ... 42 at Rs. 10 ...	1,080	9	2nd Class Vaccinator at Rs. 30 each...	270	270	90	23	3rd Class Vaccinators at Rs. 20 each	460	460	230	Scheme sanctioned in Government Proceedings No. 9301-19—Ml. 67-03, dated 8th April 1905.
	Local allowance to Bowringpet Vaccinator	5	23	3rd Class Vaccinator at Rs. 20 each...	460	460	230						
				Total Rs...	770	770	330		Total Rs...	770	770	330	
	Total cost per month.. ...	2,099		Total monthly cost ...	4,480	6,640	1,350		Total cost per mensem ...	4,165	6,155	480	herewith [illegible] from th[illegible]
	Total cost per annum ...	25,188		Total annual cost ...	53,760	79,680	16,200		Total cost per annum ...	49,980	73,860	5,760	

B.—Abstract Statement.

1	Personal Assistant to the Sanitary Commissioner ...	480	1	Deputy Sanitary Commissioner ...	500	800	800	1	Deputy Sanitary Commissioner	500	750	...	
	Establishment charges ...	144		Establishment charges	399	519	Nil		Establishment charges ...	84	84	...	Sanctioned in Government Progs. No. 6828-9—Med. 51-05, dated 4th February 1907.
	Vaccine Institute—			Laboratory Department	96	186	20		Laboratory Department ...	96	186	...	
104	Deputy Inspectors of Vaccination and Vaccinators 9+95	1,525	8	Divisional Officers	750	1,200	300	8	Divisional Sanitary Officers ...	750	1,200	...	
				Establishment charges	183	183	Nil		Establishment charges ...	183	183	...	
			8	District Sanitary Officers	800	1,600	460	8	District Sanitary Officers ...	800	1,600	...	
				Establishment charges	232	232	Nil		Establishment charges ...	232	232	...	
			8	Health Officers	750	1,200	Nil	8	Health Officers	750	1,200	150	
			33	Vaccinators...	770	770	330	33	Vaccinators...	770	770	330	
	Total for the month ...	2,099			4,480	6,640	1,350			4,165	6,155	480	
	Total for the year ...	25,188			53,760	79,680	16,200			49,980	73,860	5,760	

86

1907-08

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

copy of letter

SANITARY

PROCEEDINGS

Dated 10th August 1907

No. — 1378-92 / San. 93-06-8

Sanctions the scheme for the constitution of a Department of Public Health in the State.

GPB —5-9-07—30

Proceedings of the Government of His Highness the Maharaja of Mysore.

READ—

The following letter No. C. 7, dated the 27th September 1907, from the Sanitary Commissioner in Mysore:—

"In forwarding herewith for the information of Government, copy of letter No. 316, dated the 17—26th August 1907, from the President of Municipal Boards, Kadur District, I have the honor to point out that the supply of pure drinking water is by far the most important sanitary measure required in this State, and that unless expenditure out of the funds that can be made available for the purpose is *properly controlled* in every district, most of our towns and villages that have no good drinking water *at present* will have to go without it and drink impure collections of surface water as hitherto, and no appreciable improvement will be possible in the health of the people for years to come. The question is one of very great importance from Public Health as well as other points of view, and every district ought to have a definite plan of action in the matter made out as early as possible and approved by Government. Such a plan does not exist at present and the result is that while District Officers happen to be sympathetic and able, some useful work is done in the direction of extending water supplies and improving existing ones in their jurisdiction, but when these officers happen to be otherwise, available moneys are often frittered away, without the people that contribute the same getting any or adequate benefit in return.

2. Government cannot be unaware of the large sums of money that were practically wasted in the Shimoga District recently on well-sinking in unsuitable localities without proper guidance and with no attempt previously of any trial boring. The consequence was that several villages in the district that are very badly in need of water for drinking had to go without it, and probably may not get it for some years to come till adequate funds become again available. Similar instances have not been altogether uncommon in some of the other districts, where the local officers have, instead of having a survey made of the requirements of the people in this direction in different parts of the district, as to the extent of their urgency and adopting a definite plan of action, yielded either to representations based on local considerations or wasted comparatively large amounts on well-sinking owing to faulty selection of sites, work at wrong seasons of the year, employment of inexperienced agency, or from defective supervision. The instance under reference is one of the kind, and from personal knowledge of the locality I feel sure that the water required for the place could have been provided both cheaper and more promptly.

3. I am of opinion that some rules should be framed for the guidance of local officers in this very important matter, in addition to the check that would be possible hereafter when the District and Central Sanitary Boards sanctioned in the Public Health Scheme are constituited. To lay down any definite rules, it will be necessary to have a special survey of each district made with a view to ascertain the extent and urgency of the need for good drinking water. For this and for supplying the need promptly and economically, and in accordance with hygienic requirements, the Revenue, the Engineering and the Public Health Departments should work conjointly. The Revenue Department should conserve every pie that can be saved out of provisions for less urgent needs whether sanitary or otherwise, and with the help, if necessary, of grants or loans from Government form a special fund reserved entirely for water-supplies in each district. Attempts may with much advantage also be made to direct private charity in every district in the line of public water-supplies in preference to other works of less urgent need for the people. The Public Works Department have to examine the various sites selected as being suitable and convenient to the people and furnish an idea of the relative costs of different methods of water-supply in the selected locality and when sanctioned carry out the approved scheme promptly and efficiently. That our present knowledge of cheap and efficient methods of water-supply is defective and that others are ahead of us in this direction will be evident on a perusal of this office No. G. 690, dated the 19th September 1907. Special efforts have therefore to be made to acquaint ourselves with the methods in vogue in more civilised countries. Much of the work, however, in connection with this water-supply scheme would fall upon the new Department of Public Health, for that Deparment will have to test the suitability or otherwise of every water that is now used for drinking, both chemically and bacteriologically, examine the existing water-sources as regards chances and facilities for contamination, suggest methods of protection and advise as regards fresh sources, and attend to other details in connection with the scheme. The conjoint work of the three Departments will now be possible more conveniently than hitherto, after the District Sanitary Board is constituted and set going. With a view to form an idea of the condition of water-supply in the villages, I have already called for samples from every taluk of the worst waters used for drinking, being sent up to me. I shall have these examined here on receipt. When the Divisional Sanitary Officers are all employed, I shall have the samples examined in the districts themselves, for that will give more accurate results.

4. As the Health Department becomes organised, I shall also arrange to obtain, with the co-operation of the Revenue and Public Works Departments, a statement from each district showing the present sources of water-supply in every town and village therein, their nature and extent of protection against contamination, the quality and quantity of water available from them, the nature and extent of improvements, or fresh supply needed, etc., together with a plan of work for each district and the opinion of the District and Central Sanitary Boards on the same.

5. As regards the communication from the President of Municipalities, Kadur District, under reference, I am returning it to that officer with a request that the District Sanitary Board may be consulted in the matter, or if that Board has not yet been formed, the opinions of the District Medical and Sanitary Officer and the District Engineer may kindly be obtained and forwarded. On receipt of reply, I shall forward the same to Government with my opinion for information and orders."

No. 5508-21—San. 108-07-2, dated Bangalore, 10th December 1907.

Order thereon.—Communicated to the Deputy Commissioners and Presidents of Municipal and District Boards, the Chief Engineer and the Revenue Commissioner for attention.

2. As it is of primary importance that a special survey of the existing sources of drinking water in the different Municipalities and villages should be made, as also the needs and relative urgency for fresh or additional supply should be ascertained in each district, as suggested by the Sanitary Commissioner, the Presidents of the Municipal, District and Taluk Boards are requested to take needful steps in the matter under the instructions of the Sanitary Commissioner, the Municipal towns and Unions being first taken up and the villages subsequently.

3. Periodical returns of the survey work should be furnished to the Sanitary Commissioner and a suitable programme of work based on these returns prepared and submitted to Government, as the allotment of funds for works will depend upon this programme.

C. S. BALASUNDARAM IYER,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Sanitary Commissioner in Mysore.
The Deputy Commissioners and Presidents of Municipal and District Boards.
The Chief Engineer in Mysore.
The Revenue Commissioner in Mysore.
The Presidents of the Municipal Councils, Bangalore and Mysore Cities.
The President of the Sanitary Board, Kolar Gold Fields.

Exd.—C. V.

89

1907-08

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY
(SANITARY)

PROCEEDINGS

Dated 10th December 1907

No. 5508-21 / San. 108-07-2

Passing orders on the Sanitary Commissioner's letter No. C. 7, dated the 27th September 1907, pointing out that the supply of pure drinking water is by far the most important sanitary measure required in the Mysore State.

GPB—28-12-07—100

Proceedings of the Government of His Highness the Maharaja of Mysore, Local Fund and Sanitary (Municipal), dated 26th February 1908.

READ—

Letter No. 464, dated the 29th January 1908, from the President of the District Board of Mysore, bringing to the notice of Government the irregular procedure adopted by the District Medical and Sanitary Officer of the Mysore District in addressing the Amildars of the Nanjangud and Chamrajnagar Taluks and giving instructions to them direct in matters connected with sanitation, *viz.*, the sinking of wells and evacuation of villages instead of addressing the President of the District and Municipal Boards, who is the only officer competent to issue necessary orders to his subordinates in all matters connected with the administration of Municipal and Local Funds and requesting that a rule may be laid down that in all matters connected with sanitation, the Sanitary Commissioner should address the President of the District or Municipal Boards as the case may be and not the District Medical and Sanitary Officer who has no executive powers under the Municipal and Local Boards Regulations.

No. 8478-94—ML. 393-07-3, DATED BANGALORE, 26TH FEBRUARY 1908.

ORDER THEREON.—It is observed that the procedure adopted by the District Medical and Sanitary Officer in addressing the Amildars direct was irregular. The Sanitary Commissioner should in future communicate his opinions and suggestions in all matters relating to sanitation to the Deputy Commissioners concerned who should issue the necessary executive orders to the Amildars.

C. S. BALASUNDARAM IYER,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Sanitary Commissioner in Mysore.
The Deputy Commissioners of Districts.
The Presidents of Municipal and District Boards.

Exd.—C. P. S.

91

1907-08

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

LOCAL FUND & SANITARY (MUNICIPAL)

PROCEEDINGS

Dated 26th February 1908

No. 8478-94 / Ml. 393-07-3

Directing that the Sanitary Commissioner should in future communicate his opinions and suggestions in all matters relating to sanitation to the Deputy Commissioners who will issue the necessary executive orders to the Amildars.

GPB—5-3-08—250

92

1908-09

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY
(SANITARY)

ro. 8631-42
22.6.09

PROCEEDINGS

Dated 5th June 1909

No. 12129-40
Sany. 182-08-2

Observes that there is no necessity that every inspection note drawn up by a District Sanitary Officer should be submitted to Government, and states that such of the inspection notes as the Sanitary Commissioner considers necessary may be submitted to Government for orders, with his remarks, through the President of the Municipal Council.

Proceedings of the Government of His Highness the Maharaja of Mysore, Local Fund and Sanitary (Sanitary), dated 5th June 1909.

READ—

Letter No. 4769, dated the 6th May 1909, from the Sanitary Commissioner in Mysore :—

"I have the honour to recommend that Government Order No. 3132-40—Ml. 34-05-2, dated the 21st September 1905, prescribing the procedure to be adopted *in re* the submission of notes of Sanitary Inspection by the Sanitary Commissioner or his Personal Assistant may be extended so as to include the inspection notes on Municipalities submitted by the District Sanitary Officers as well. The Sanitary Commissioner will, if he is satisfied with a report received from a District Sanitary Officer, forward it with his own remarks to Government, through the Chairman of the Municipality concerned, who, within six weeks of the receipt of the reports will call a meeting of the Board, to consider the suggestions made in the report. The report is then sent to Government for orders with such remarks as the Board may have to make. But urgent items requiring immediate attention may be brought to the notice of the President without delay by the District Sanitary Officer himself."

No. 12129-40—SANY. 182-08-2, DATED BANGALORE, 5TH JUNE 1909.

ORDER THEREON.— Government observe that there is no necessity that every inspection note drawn up by a District Sanitary Officer should be submitted to them for orders. The District Sanitary Officer making an inspection may send copies of his notes to the President of the Municipal Board concerned as well as the Sanitary Commissioner. The Sanitary Commissioner, will forward such of them as he considers necessary, with his remarks to Government through the President of the Municipal Council, who will deal with it in the manner laid down in the Order of the 21st September 1905, before submitting the same to Government.

K. S. CHANDRASEKHARA AIYAR,
Secy. to Govt., Gen. & Rev. Depts.

To—The Sanitary Commissioner in Mysore.
The Presidents of Municipal and District Boards.
The Presidents of the Municipalities of the Bangalore and Mysore Cities.
The President, Sanitary Board, Kolar Gold Fields.

Exd.—C. V.

94

1909-10

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY
(SANITARY).

PROCEEDINGS

Dated 12th October 1909

No. 3583-94 / San. 172-08-11

Directs the discontinuance of the monthly statement of estimated plague expenditure and makes certain other arrangements for the control of plague expenditure; also makes a tentative distribution of the current year's plague grant of Rs. 50,000.

GPB—28-10-09 - 250

Proceedings of the Government of His Highness the Maharaja of Mysore, Local Fund and Sanitary (Sanitary), dated 12th October 1909.

READ—

1. Government Proceedings No. 5124-35—L. B. P. 228, dated 29th September 1902, directing the Senior Surgeon to submit to Government before the 5th of each month, a monthly statement of estimated plague expenditure.

2. Correspondence ending with letter No. 127, dated the 5th July 1909, from the Sanitary Commissioner, forwarding copy of Comptroller's circular, dated the 28th November 1908, issuing instructions for the guidance of the disbursing and Treasury Officers in connection with the simplification of plague accounts ordered in Government Proceedings No. 4820-1—San. 40-08, dated the 23rd November 1908, and requesting approval to the submission of quarterly lists of sanctions to Government instead of monthly as ordered in he Order dated the 29th September 1902.

No. 3583-94—SAN. 172-08-11, DATED BANGALORE, 12TH OCTOBER 1909.

ORDER THEREON.—The submission by the Sanitary Commissioner of monthly and quarterly statements of estimated plague expenditure may be discontinued from 1st July 1909.

2. In order to keep the Sanitary Commissioner informed of the progress of plague expenditure in each district and the Province as a whole, the Comptroller is requested to forward to the Sanitary Commissioner a copy of the monthly statement of actual plague expenditure which is now being submitted to Government.

3. The lump-sum provision of Rs. 50,000 provided for plague expenditure in the current year's budget will be distributed as follows:—

	Amount Rs.
I. Salaries.	
1. Superior Medical Officers...	Nil
2. Subordinate do ...	Nil
II. Establishments.	
3. Lady Nurses ...	Nil
4. Other establishments ...	12,000
III. Allowances.	
5. Travelling and conveyance allowances ...	2,000
6. House rent ...	Nil
7. Discretionary relief ...	Nil
8. Plague allowances ...	Nil
9. Grain compensation ...	Nil
IV. Special Charges.	
10. Grant to local bodies	10,500
V. Supplies and Services.	
11. Construction and repairs of Segregation Camps and Hospitals ...	4,000
12. Purchase and carriage of medicine ...	1,500
13. Dieting charges ...	3,000
14. Destruction of rats ...	400
15. Disinfection charges ...	2,500
16. Bedding and clothing ...	500
17. Expenditure on plague camps	2,500
18. Postage and telegraph charges	100
19. Uniforms and belts ...	Nil
20. Other miscellaneous charges	1,000
Lump-sum grants for unforeseen charges ...	10,000
Total ...	50,000

The above distributions are sanctioned tentatively and the sanction of Government should be obtained to incur any expenditure out of the lump-sum provision of Rs. 10,000.

4. Sanction of Government should also be obtained *as at present* for all new charges on account of plague which exceed the powers of the Sanitary Commissioner and Deputy Commissioners of Districts.

K. S. CHANDRASEKHARA AIYAR,
Secy. to Govt., Gen. & Rev. Depts.

To—The Sanitary Commissioner in Mysore.
The Deputy Commissioners of Districts.
The Presidents of the Bangalore and Mysore City Municipalities.
The Comptroller to the Government of His Highness the Maharaja of Mysore.

Exd.—C. V.

Proceedings of the Government of His Highness the Maharaja of Mysore,

READ—

1. Para 8 of Government Proceedings No. 1378-92—San. 93-06-8, dated the 10th August 1907, sanctioning the reduction of the existing strength of vaccinators to 33 and fixing their salary at Rs. 20, 30 and 40 according to grades, plus a horse allowance of Rs. 10 in each case.

2. Government Proceedings No. 2946-7—San. 61-09-2, dated the 24th September 1909, sanctioning the opening of a temporary class in the Vaccine Institute at Bangalore for training 12 candidates as vaccinators to be employed according to the revised scale sanctioned in the above Order, when vacancies occur.

3. The following letter No. 1695, dated the 11th October 1909, from the Sanitary Commissioner with the Government of His Highness the Maharaja of Mysore:—

"(1) With reference to Government Proceedings No. 1378 of 10th August 1907, para 3, sub-para (8) thereof, I have the honor to make the following representations to His Highness' Government. It is there said that the existing vaccinators 'are not of the right sort' and it is hoped that better work will be turned out by a much smaller number of men, 'mounted and better paid.' So the number is reduced from 95 to 33, while the pay is increased from Rs. 10, 12, 15 to Rs. 20, 30, 40 with horse allowance of Rs. 10. It is not said how the new men are to be graded. But that is just now immaterial.

I suppose this smaller number of men were intended to be better educated than the old lot, who are mere peons as a rule, for they were intended to do 'a better quality of work.' This is not, however, stated. So one is left under the impression that mere increase of pay with diminished number is all that is necessary for better work. However this may be, I have taken it for granted that better educated men are meant to be employed, but have found after much enquiry that Lower Secondary men only can be procured. Of these there is quite a large number including 'failures' in various other pursuits. So, so far as general education goes our new lot would be only a trifle ahead of the existing men.

(2) Now I have given this matter much anxious thought, taking into consideration what is being attempted in British India here and there, and what is done in these matters throughout the civilized world, outside India. I have considered it also in relation to the recent Government Order making vaccination compulsory in many places in the State. Nowhere in the world that I know of, except in India, are persons compulsorily vaccinated except by *medical men* or women. It is wrong—cruelly wrong—to force compulsory vaccination under existing circumstances if medical men are available. In days gone by such were not available, but the necessity for placing some sort of barrier in the way of the small-pox epidemic was so pressing that non-medical, illiterate and otherwise ignorant men had to be engaged for this work.

(3) Now here in Mysore it cannot be said that the necessity for this state of things any longer exists. We have, so to speak, come to the parting of the ways—we feel we *must* get rid of the old vaccinators—and now we have to decide whether we shall take another lot, hardly superior to the existing ones and thus help to perpetuate an admitted evil, or strike out boldly and once for all adopt the right course, namely, the appointment of medical men for this work! I earnestly urge that this course be adopted. It is in the air all over the British India—let it be concrete fact in Mysore! and the cost will not be so very much greater than that of the establishment proposed in the Government Order under reference.

I would appoint to the new posts members of that very useful branch of my profession, *viz.*, Hospital Assistants, on the same pay and conditions generally as they receive in the Medical Department with Rs. 10 for pony allowance. I would make the members of this establishment interchangeable with those of Medical Department, so that no man over 40 would be liable to be a Public Vaccinator, for *activity* will be required in this class of men. A tour of three years as Public Vaccinator would probably be enough at once, and then relegate the individual once more to the Medical Department to brush up his knowledge in medicine and refit him for medical work proper.

(4) It goes without saying that the people will have infinitely more confidence in a medical man in this sort of work than in any layman, and they will not feel the same aversion towards compulsory vaccination that now animates them.

(5) With such Public Vaccinators, the work will be well done (it is now badly done!), delicate children will be selected out and allowed to wait till they are fit for vaccination instead of running risk of life as in the case at present, and the returns, made out by my men with developed conscience, will be reliable, instead of the mere waste paper they are at present.

(6) Of course, the new men, Public Vaccinators as they would be called, can only be very slowly introduced owing to the necessity for making provision for the existing staff. At this moment there are vacancies for two Public Vaccinators, there being six vacancies amongst the ordinary staff, as it is proposed to make one Public Vaccinator take the place of three of the existing men. If Government permit, I can at once post two passed Medical Pupils to these posts. They would, of course, then form an integral part of the Department of Public Health and become Hospital Assistants, drawing allowance according to the locality in which they serve.

(7) Pending the orders of His Highness' Government on these proposals, I venture to hold Government Order No. 2946 of 24th September 1909 in abeyance."

4. Letter No. B. & R. 1223, dated the 30th April 1910, from the Comptroller to the Government forwarding letter No. 3471, dated the 7th February 1910, from the Sanitary Commissioner together with a proposition statement and a statement showing the existing scale of vaccinators for each district.

No. 347-9—San. 85-09-6, dated Bangalore, 14th July 1910.

Order thereon.—Government have already recognised the necessity of replacing the present staff of vaccinators by a better class of men, and they consider that the scheme proposed by the Sanitary Commissioner of employing qualified Hospital Assistants as Public Vaccinators has much to recommend it. To begin the experiment on a small scale, Government are pleased to sanction the employment of two medical men as Public Vaccinators in the place of the existing six vacancies reported by the Sanitary Commissioner. The result of this experiment should be reported by the end of the current official year.

2. Government desire to know why in addition to the pony allowance the Public Vaccinators should be paid a charge allowance of Rs. 10 now payable for independent charge of a Dispensary. Pending the submission of this explanation the two Public Vaccinators above referred to will draw pay Rs. 25 per mensem allowed to them in the Medical Department + a pony allowance of Rs. 10 each.

H Krishna Rao.

For Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Sanitary Commissioner in Mysore.
The Senior Surgeon with the Government of His Highness the Maharaja of Mysore.
The Comptroller, Mysore Government.

DEPT. OF PUBLIC HEALTH IN MYSORE
BANGALORE.
30 JUL 1910
SANITARY COMMISSIONER TO G.O.
1910-11

98

F No. 486
30 / 10.

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE.

OCAL FUND AND SANITARY
(SANITARY)

PROCEEDINGS

Dated 14th July 1910

No. 347-9
San. 85-09

Sanctions, as an experimental measure the employment of two Hospital Assistants as Public Vaccinators.

Sub d.
May this be circula among the D. M & S. O's?

GPH—28-7-10—200

Proceedings of the Government of His Highness the Maharaja of Mysore,

READ—

(1) Letter No. 5750, dated the 28th May 1910, from the Sanitary Commissioner in Mysore:—

"I have the honor to request that in the district of Mysore which has now its whole-time Sanitary Officer, of whose services every advantage should be taken, increased effort be made to impress on the heads of all villages and towns the importance of immediately communicating with the nearest Hospital Assistant, on the very first appearance of epidemic disease, such as the finding of dead rats, the occurrence of a single case of small-pox or of a single case of suspicious diarrhœa, etc. Of course, I know that all such persons have had instructions to this effect already, but have not realised that they are to be obeyed. Also, that, notwithstanding the issue of such instructions, the headmen or responsible officials over and over again, deny that they have ever been so instructed. I would suggest, therefore, that these instructions be printed on cards and hung up in a conspicuous place in the offices of the responsible persons. It will be the duty of the Hospital Assistant to report the occurrence immediately to the Sanitary Office, and himself proceed to the affected village, affording medical aid to those who need it, and giving such advice as may seem necessary, regarding measures for the suppression of the outbreak. On receipt of the report from the Hospital Assistant, the District Medical and Sanitary Officer should himself repair to the spot.

2. It is the constant complaint of the Health Officers that, on visiting a village, they find absolutely no one to afford help. This is most unsatisfactory. At the same time, though it is not to be expected that specially trained helpers will be, for a long time, available, a remedy has to be found, and I suggest, at any rate, in every Union and Municipality, at least three men should be told off for this work, who should receive pay only when their services are actually required. It will be quite easy to get men to volunteer for this work, provided they receive some small sum monthly as a retainer. The names of these volunteers should be constantly kept posted up in the office of the headman for inspection by any responsible official. Where Hospital Assistants are available, they could train these volunteers in such work as disinfection, permanganating wells, etc. Where there are no Hospital Assistants, the Taluk or other Sanitary Inspectors should train them; where neither exists, the District Sanitary Officer should himself train them during his tours.

3. There is another method, *viz.*, to place at the disposal of the District Sanitary Officer a permanent staff of, say, three mestris, and fifteen men, that is, three gangs consisting of one mestri and five men, whom he could despatch to scene of the epidemic, or whom he could actually take with him to such a scene. When the services of these gangs were not wanted for District work (which would be very seldom, in Mysore District, for instance) the men could be employed at head-quarters to assist in the local sanitary operations.

4.. Now these are but suggestions, but I consider they are worth considering. If better ones occur to any one who reads these lines, well and good. But the point is this, that, without some such help as I have indicated, the District Sanitary Officer's efforts for good are greatly handicapped or rendered nugatory, and it is therefore urgently incumbent on the authorities to devise a scheme whereby such help will be made immediately available for the purpose of District Sanitation."

(2) Letter No. 239, dated the 14th July 1910, from the same officer forwarding a draft notice defining the duties of the patel in connection with disease prevention.

No. 1389-98—SAN. 199-09-4, DATED BANGALORE, 10TH AUGUST 1910.

ORDER THEREON.—The Sanitary Commissioner's proposal to have a set of instructions printed and issued defining the duties of the patel in connection with disease prevention, is approved. The instructions, as slightly modified and approved, will be as shown in the notice appended to this Order.

2. Government consider that there is no use in printing the instructions on cards to be hung up in a conspicuous place, as the patels have no regular office rooms. The Sanitary Commissioner is therefore requested to have the instructions printed in easy Kannada and the printed slips pasted on the inner side of the cover of the village inspection book.

3. The Presidents of the Municipal and District Boards are requested to favour Government with their opinion in consultation with the respective Boards as to the proposals contained in paras 2 and 3 of the Sanitary Commissioner's letter dated the 28th May 1910.

C. S. BALASUNDARAM IYER,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Sanitary Commissioner in Mysore.
The Deputy Commissioners of Districts.
The Presidents, Municipal and District Boards.
The Revenue Commissioner in Mysore.

Local Fund and Sanitary (Sanitary), dated 10th August 1910.

Notice regarding Village Sanitation, Epidemic Disease and Duties of the Patel.

It shall be the duty of the patel or headman of the village as soon as he discovers a case of small-pox, cholera, suspicious diarrhœa, the presence of dead rats, the death of a person after a short illness where buboes were present, or death within two or three days from fever even with no buboes, to communicate at once with the nearest Hospital Assistant, and when he arrives, to carry out the Hospital Assistant's instructions as far as he can.

In villages where men can be had on daily wages for sanitary work, the patel shall warn one or two men to be ready for such work at the same time that he sends word to the Hospital Assistant. Meantime, and supposing it is dead rats that have been discovered, the patel should use every effort to induce the villagers to prepare for camping out.

P. PALPU,
For *Sanitary Commissioner.*

Exd.—C. V.

Proceedings of the Government of His Highness the Maharaja of Mysore,

READ—

Correspondence ending with letter No. 4429, dated the 30th March 1911, from the Sanitary Commissioner, on the utility of the system of rat destruction by official agency.

No. 2555-95—SAN. 26-10-17, DATED BANGALORE, 11TH OCTOBER 1911.

ORDER THEREON.—Government observe that the system of rat destruction by official agency, which has been in force for some years past, has not had much beneficial result. The experiment which has been tried at a heavy cost has shown that such measures can only have the effect of thinning the rat population here and there but can rid no area of the pest completely, and that even this effect is totally nullified by the rapid rate at which rats breed. Government accordingly direct that the system of paying rewards for the destruction of rats be discontinued.

2. Though the measures adopted by official agency for the destruction of rats have not secured the end in view and the payment of rewards has consequently been ordered to be discontinued, the importance of rat destruction as a plague preventive measure should on no account be taken as undervalued and every endeavour should be made by individual householders to keep their houses completely free from rats and by doing so, render them practically free from plague. A memorandum inviting the attention of the public to the importance of the measure of rat destruction in their houses, forwarded by the Sanitary Commissioner, is slightly revised and approved, and he is requested to have the same published in three successive issues of the *Mysore Gazette*.

C. S. BALASUNDARAM IYER,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Sanitary Commissioner in Mysore.
The Comptroller, Mysore Government.
The Deputy Commissioners of Districts and Presidents of City Municipal Councils of Bangalore and Mysore.
The Heads of Departments, with copy of memo.

MEMORANDUM.

Official efforts directed towards extirpating the rats in towns by rewarding rat-catchers having proved unavailing, the Government of His Highness the Maharaja of Mysore are pleased to direct that rewards for rat-killing shall cease forthwith. In promulgating this order, Government desire it to be clearly understood that they fully recognize the connection between the existence of rats and the prevalence of plague. But as the payment of rewards to rat-catchers has not been found to rid any town or locality of even a small proportion of the rats and as this state of affairs can clearly have no appreciable influence on plague, it is considered a mere waste of energy and public funds to continue the practice. At the same time the fact remains that houses which are kept free from rats are also for the most part free from plague. No official effort, however, can rid individual residences of rats. This can only be done by the efforts of the householders themselves, and if the official procedure has had no other effect, it must at least have left every householder fully instructed as to the various means of ridding a house of rats. Householders are accordingly earnestly enjoined to put forth all their

energies and intelligence in the endeavour to rid their premises of rats, and they are assured that success in this direction will mean safety to their families from plague. While thus withdrawing sanction for the expenditure of public funds on rat destruction, it is not the intention of Government to interfere with individual or combined effort on the part of the householders of any town to rid their boundaries of the rat tribe in any way that may suggest itself to them.

2. In regard to public buildings, all Heads of Departments are strictly enjoined to spare no effort in keeping their offices free from rats. They should themselves frequently inspect their offices. It should be the duty of the manager of every office to inspect every room and every corner of it at least once a week. He should see that rubbish, old papers, etc., are not allowed to accumulate, that a clear space of at least 8 inches is allowed between boxes and almirahs and walls, and that papers and other materials are on no account placed on the top of the almirahs or allowed to collect beneath them. All almirahs should be fitted with oblique tops so that rubbish cannot lie on them.

3. All floors should be rat-proof, that is, they should either be laid with tiles or slabs or brick on edge on a foundation of concrete or made of concrete skinned over with ¾ inch cement. Great care should be exercised in laying slabs of any kind to see that they are solidly bedded, that is, that no rat runs are left between adjoining slabs. They should never be laid on sand or mere earth, but always on concrete.

4. If there is one element in house management more than another, which counts for rat expulsion, it is "tidiness," and this accordingly is enjoined on all. "Tidiness" does not mean decorations or tinsel with which it is often confounded; it means "a place for everything and everything in its own place."

Exd.—C. V.

1911-12

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY
(SANITARY)

PROCEEDINGS

Dated 11th October 1911

No. 2555-95
San. 26-10-17

Directs the discontinuance of the system of paying rewards for destruction of rats.

E M O .

Forwarded to the Health

GPB—16-10-11—800

Proceedings of the Government of His Highness the Maharaja of Mysore,

READ—

Letter No. 3083, dated the 17th February 1908, from the Sanitary Commissioner in Mysore, suggesting that Sanitary Inspectors should, in future, be appointed and controlled by the Sanitary Department though their pay may be contributed by the District and Municipal Boards.

2. Communications from the Deputy Commissioners of Districts furnishing their opinions on the question of control and subordination of Sanitary and Assistant Sanitary Inspectors.

3. Letter No. 1527, dated the 27th September 1909, from the Sanitary Commissioner in Mysore, requesting orders in the matter of placing the sanitary staff of a town under the Sanitary Commissioner's orders during his inspection of the town.

4. Letter No. 5430, dated the 12th May 1910, from the Sanitary Commissioner in Mysore, suggesting that the weekly Sanitary reports from the District Sanitary Officers and District Sanitary Assistants be sent to him through the Deputy Commissioners of Districts, the latter forwarding the same with marginal notes and passing immediate orders on matters that may seem to require prompt action.

5. Communication from the Deputy Commissioners of Districts expressing their opinions in the matter referred to above.

6. Letter No. 5126, dated the 12th May 1911, from the Sanitary Commissioner in Mysore, submitting for orders rules regarding the status of the officers and subordinates of the Public Health Department in the districts, drawn up in consultation with some of the Deputy Commissioners of Districts.

No. 3447-57—SANY. 150-10-2, DATED BANGALORE, 8TH NOVEMBER 1911.

ORDER THEREON.—The rules proposed by the Sanitary Commissioner are approved with certain modifications. A copy of the rules as revised is appended to this Order.

C. S. BALASUNDARAM IYER,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Sanitary Commissioner in Mysore.
The Deputy Commissioners of Districts and Presidents of the City Municipal Councils of Bangalore and Mysore.

Rules regarding the status of the Public Health Department in the districts.

1. The District Sanitary Officer is the Deputy Commissioner's Assistant in sanitary and health matters, and is directly subordinate to him. In technical and scientific matters, however, he will be subject to the orders of the Sanitary Commissioner.

2. He shall submit his tour programme for each month to the Deputy Commissioner a week before its commencement and shall adopt such modifications as may be directed.

3. The diaries and special reports of the District Sanitary Officer shall, in the first place, always be forwarded to the Deputy Commissioner for remarks and orders; the latter shall return them to the District Sanitary Officer for action and for transmission to the Sanitary Commissioner.

4. The District Sanitary Officer is the immediate superior of the District Vaccination officials, and of the Sanitary Inspectors, except that Sanitary Inspectors paid from Municipal Funds shall be under the orders of the Municipal Board in all save technical and scientific matters. The District Sanitary Officer may transfer vaccinators in the district from one place to another, notifying such changes of station to the Sanitary Commissioner.

5. The Sanitary Inspectors will submit their diaries to the Amildar of the taluk or Vice-President of the Municipality in which they are employed, and that officer will pass them on to the District Sanitary Officer with his remarks. The District Sanitary Officer shall report such matters as he deems necessary to the Deputy Commissioner with a view to obtaining his orders for the Amildars to carry out the sanitary measures advised.

6. This will not interfere with the Amildar or Chairman of the Municipality or taluk giving orders to the Sanitary Inspectors in matters pertaining to his duties.

7. If there is a difference in opinion between the District Sanitary Officer and the Amildar or the Chairman, the matter should be reported to the Deputy Commissioner, whose order will be final.

8. When the Sanitary Commissioner, his Deputy or the District Sanitary Officer visits a place and finds conditions that require immediate attention, the sanitary staff should invariably be at the disposal of such visiting officer to have things put right without delay and thus demonstrate practically what is required to be done.

9. Procedure of this sort should not involve any extra outlay. When outlay is necessary, the Chairman must be consulted, or if necessary, the Deputy Commissioner.

10. When the interests of the service require it, the Inspector of Vaccination may shift vaccinators from any one district to any other.

11. Two reserve vaccinators should be attached to each District Sanitary Officer to fill vacancies due to illness or to relieve vaccinators granted leave.

Exd.—c. v.

106 F No 1926 24.11.11.

1911-12

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY (SANITARY)

PROCEEDINGS

Dated 8th November 1911

No. 3447-57 / Sany. 150-10-2

Approves, with certain modifications, of the Rules proposed by the Sanitary Commissioner regarding the status of the officers and subordinates of the Public Health Department in the several districts of the Province.

GPB—17-11-11—200

the charge should not devolve on the local bodies. The Inspector-General of Police says that the Police Budget cannot meet this charge. The Government therefore direct that this charge shall continue to be borne by the Plague Budget.

5. As regards the carrying out of disinfection work by the conservancy staff, many of the local bodies are of opinion that a special staff is necessary for disinfection as the conservancy staff cannot perform this work satisfactorily without detriment to its legitimate duties. The amalgamation of the Plague staff, wherever it exists, with the conservancy staff is also objected to on the ground that the latter consists of men drawn from certain castes who are prohibited from entering the houses of certain other castes for purposes of disinfection. Under Section 55(*a*) of the Mysore Municipal Regulation, Municipal Councils should make reasonable provision for taking such measures as may be required to prevent the outbreak or to suppress and prevent the recurrence of dangerous diseases, and under Section 7 of the Local Boards Regulation, II of 1902, one of the duties of a District Board is to take any measures likely to promote the health, comfort, convenience, interest or welfare of the public. The Government therefore direct that ordinarily the charges for the suppression and prevention of Plague, including the erection of sheds be borne by the local bodies concerned. Where, however, the local bodies are unable to meet these charges in full, the question of a grant-in-aid from Plague Funds will, on special application, be considered and dealt with on its merits. The existing arrangements in this matter in the Bangalore City shall continue. Separate orders will issue as regards the charges in the Mysore City.

6. The special Sanitary charges also should be borne from the Municipal and District Funds. As, however, the Municipal and District Funds cannot be operated upon and utilized by the Sanitary Department without the consent of the local bodies concerned, the necessary works may be suggested to them for being undertaken.

7. The Municipal and District Boards are not willing to pay any contribution to the Plague Budget under 'Epidemic charges' on the ground that they will have no control over the expenditure of the amount contributed and that the contribution in each case may not be appropriated for the benefit of the local body contributing. The suggestion of the Sanitary Commissioner in this respect is therefore, in present circumstances, impracticable.

8. The question of transferring a moiety of the Plague expenditure on the Kolar Gold Fields to the Sanitary Board of the Kolar Gold Fields forms the subject of a separate communication and is engaging the attention of the Government.

C. S. BALASUNDARAM IYER,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Sanitary Commissioner in Mysore.
The Presidents of District Boards.
The Presidents of the Bangalore and Mysore City Municipal Councils.
The President, Sanitary Board, Kolar Gold Fields.
The Deputy Commissioners of Districts, for information and communication to the Presidents of Municipal Councils and Boards.
The Comptroller, Mysore Government.

Exd.—C. V.

Proceedings of the Government of His Highness the Maharaja of Mysore,

READ—

Correspondence ending with letter No.76, dated the 30th August 1910, from the President, Municipal and District Boards, Tumkur District, as regards the reduction of the provisions in the Plague Budget.

No. 6381-92—SAN. 250-07-33, DATED BANGALORE, 8TH MARCH 1912.

ORDER THEREON.—The Government have been incurring expenditure for the prevention and suppression of Plague in the State from the year 1898-99. Under Government Proceedings No. 3082-94—Fl. 313, dated 26th October 1898, this expenditure was entirely met out of the State Funds till April 1900, when it was ordered in Government Proceedings No. Pg. 1291-3, dated the 19th April 1900, that in the Bangalore City, the Plague charges should be entirely met out of the Municipal Funds and that till the finances of the Municipal Commission improved, a moiety of the charges for the Epidemic Diseases Hospital in this Municipality be debited to the State Funds, any compensation awarded under the Epidemic Diseases Regulation being met from the Municipal Funds. In Government Proceedings No. 8687 9—San. 40-06-4, dated the 21st March 1907, it was finally ordered that the Bangalore City Municipal Council should pay a moiety of the entire Plague charges from the 1st July 1907. As regards similar charges in the Mysore City, it was ordered in Government Proceedings No. Pg. 914-22, dated the 29th January 1901, that half the cost of disinfection should be met out of Municipal Funds and that the cost of the Plague Hospital should be met in ordinary times from the Municipal Funds, the Government meeting a portion of the cost of this Hospital when plague is epidemic and the cost of the establishments increase largely. The Plague funds were further relieved of expenditure on putting up sheds in Minor Municipalities and rural parts, the same being met out of the Municipal and District Funds respectively.—(*Vide* Government Proceedings No. 10661-70—L. F. 93-97, dated the 16th February 1901).

2. In connection with the Plague Budget for 1908-09, the Sanitary Commissioner submitted in his letter No. 219, dated the 17h July 1908, the following proposals for further reducing the charges in this budget:—

(*a*) That no special Police establishment be sanctioned for Plague duty and the Inspector-General of Police be asked to make his own arrangements for the guarding of health sheds and evacuated villages;

(*b*) that the conservancy and the Plague staffs, where the latter exist, be amalgamated, and where a Plague staff does not exist, disinfection be entrusted to the conservancy staff under the supervision of the Sanitary Inspector or other arrangements made by the Municipalities at their own cost, subject to approval of the same by the Sanitary Commissioner or the Government as the case may require;

(*c*) that expenditure under "Erection of sheds" be debited to Municipal and District Funds;

(*d*) that the expenditure incurred under "Special Sanitary charges" be debited to the funds of the Municipalities concerned as it is properly chargeable to Municipal Funds;

(*e*) that the entire charge in connection with Plague preventive measures on the Kolar Gold Fields be debited to the funds of the Sanitary Board; and

(*f*) that a sum of Rs. 20,000 be allotted to the Public Health Budget under the head "Epidemic charges" from Municipal and District Funds for the prevention of cholera and other epidemics.

3. The opinions of the several local bodies and the Presidents thereof and of the Inspector-General of Police were called for on the above points.

4. The general opinion about the special Police establishment is that its employment for guarding the sheds and evacuated villages is necessary and

109

12 APR 1912

1911-12

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY
(SANITARY)

PROCEEDINGS

Dated 8th March 1912

No. 6381-92
San. 250-07-33

Passes orders in the matter of the reduction of the provisions in the Plague Budget.

GPB—6-4-12—800

110 F No. 176/10-7-1

1911-12

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY
(SANITARY)

PROCEEDINGS

DEPT. OF PUBLIC HEALTH & SANITARY COMMISSIONER BANGALORE. 10 JUL 1912

Dated 24th June 1912

No. 9900-9 / San. 176-08-10

to circulate.
10/7

Approves of the proposal of the Deputy Commissioner, Bangalore District, to grant certificates to one or two patels in each taluk who do good work in helping vaccination in their villages.

GPB—1-7-12—200

Proceedings of the Government of His Highness the Maharaja of Mysore, Local Fund and Sanitary (Sanitary), dated 24th June 1912.

READ—

Para 3 of Government Proceedings No. 9341-60—Med. 185-08-2, dated the 27th March 1909, forwarding for remarks, a copy of the Sanitary Commissioner's letter No. 3498, dated the 23rd February 1909, as to the want of co-operation between the Revenue and Vaccination authorities in connection with vaccination work.

2. The following letters received from the Deputy Commissioners of Districts on the subject:—

Letter	No. 679, dated 15th April 1909,	Deputy Commissioner,	Mysore District.
,,	No. 761, dated 22nd April 1909,	Do	Tumkur District.
,,	No. 38, dated 20th July 1909,	Do	Kadur District.
,,	No. 104, dated 26th November 1910,	Do	Bangalore District.
,,	No. 209, dated 15th December 1910,	Do	Hassan District.
,,	No. 292, dated 26th January 1911,	Do	Chitaldrug District.
,,	No. 164, dated 6th March 1911,	Do	Shimoga District.
,,	No. 823, dated 15th February 1912,	Do	Kolar District.

No. 9900-9—SAN. 176-08-10, DATED BANGALORE, 24TH JUNE 1912.

ORDER THEREON.—Government are glad to note that Revenue officers are reputed generally to co-operate with the Sanitary authorities in regard to vaccination work.

2. Government approve of the proposal of the Deputy Commissioner, Bangalore District, to grant certificates to one or two patels in each taluk, who do good work in helping vaccination in their villages. The certificate will be issued in the appended form under the signature of the Deputy Commissioner to not more than two patels in each taluk every year, if the Deputy Commissioner is satisfied that there are patels deserving of such a mark of approbation.

3. The Superintendent, Government Press, is requested to supply the Mysore District with 100 forms and the other districts with 50 forms each.

Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Sanitary Commissioner in Mysore.
The Deputy Commissioners of Districts.
The Revenue Commissioner in Mysore.
The Superintendent, Government Press.

FORM.

This is to certify that.....

Patel of.....village.....Taluk,.....

rendered good service in securing a large number of people, *viz.*, for vaccination in his village, during the year 191 .

Dated.....

Deputy Commissioner.

Exd.—C. R.

112

1912-13

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY
(SANITARY)

PROCEEDINGS

Dated 1st March 1913

No. $\frac{6623\text{-}34}{\text{San. } 94\text{-}12\text{-}7}$

Passes new orders in modification of the previous orders in regard to the opinion of the District Sanitary Officer being taken for the selection of sites either for the formation of new villages or the extension of the existing villages.

GPB—10-3-13—250

Proceedings of the Government of His Highness the Maharaja of Mysore, Local Fund and Sanitary (Sanitary), dated 1st March 1913.

READ—

Para 3 of Government Proceedings No. 8144-52—L. B. 124-06-4, dated the 12th March 1907, directing that in selecting sites for extension of villages, it would be sufficient if the proposed sites are inspected and approved of by the Amildar or the Deputy Amildar concerned and the District Medical Officer, and the Local Board members consider such reports received from the Amildar or the Deputy Amildar and the District Medical Officer, record a resolution thereon formally accepting their selection.

2. Government Proceedings No. 478-87—L. B. 127-06-7, dated the 15th July 1907, directing that the extension or shifting of villages and the creation of new ones be dealt with by the Revenue Agency direct, without the intervention of the District Boards.

3. Government Proceedings No. 7636-45—San. 132-08-2, dated the 10th February 1909, recording with concurrence the communication, received from the Sanitary Commissioner, stating that in the matter of selecting new sites for the formation, extension or removal of a village, in the interests of sanitation, it is highly essential that the opinion of a sanitary authority should be taken.

4. Subject No. 224 of the Dasara Representative Assembly Proceedings of 1911, representing that the order that the District Medical and Sanitary Officer should in each case approve of the sites intended to be acquired for the formation of the new villages or for the extension of the existing village sites is found to be impracticable and suggesting that the old practice of selection of suitable sites by the Amildars and the Assistant Commissioners be revived.

5. Letter No. 12765, dated the 10th May 1912, from the Revenue Commissioner in Mysore, stating that it may be left to the Deputy Commissioner to decide in which cases he should call for an inspection by the District Medical and Sanitary Officer.

6. Letter No. 1146, dated the 9th September 1912, from the Sanitary Commissioner, submitting for consideration of Government the points to be observed in selecting sites for village extension.

No. 6623-34—SAN. 94-12-7, DATED BANGALORE, 1ST MARCH 1913.

ORDER THEREON.—In modification of the previous orders on the subject, Government direct that, where the sites required for either the formation of new villages or the extension of existing villages are intended to accommodate not more than 50 houses, the opinion of the District Sanitary Officer need not be insisted on, and that it may be left to the Deputy Commissioner to decide about the suitability of the site at his discretion. But in cases, in which the new village site or the extension is required for more than 50 houses, the opinion of the District Sanitary Officer or of the Medical Officer of the District where there is no District Sanitary Officer should invariably be obtained.

K. R. SRINIVASIENGAR,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Revenue Commissioner in Mysore.
The Deputy Commissioners of Districts.
The Sanitary Commissioner in Mysore.
Messrs. Mahalingappa, Hassan Taluk, and Ramaswami Setti, Arkalgud Taluk, Representative Assembly Members, who mooted the subject.

Exd.—C. R.

114

1912-13

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY
(MUNICIPAL)

PROCEEDINGS

Dated 11th April 1913

No. 8114-23
Ml. 92-12-16

Authorizes the Sanitary Commissioner to get printed at a private press copies of Vaccination Notice, for being supplied to the District Sanitary Officer, Kadur District, for use in the Chikmagalur Municipality.

GPB—17-4-13—300

Proceedings of the Government of His Highness the Maharaja of Mysore, Local Fund and Sanitary (Municipal), dated 11th April 1913.

READ—

Letter No. 3353, dated the 26th February 1913, from the Sanitary Commissioner with the Government of Mysore, requesting that 500 copies of the Vaccination Notice may be ordered to be printed at the Government Press and supplied to the District Sanitary Officer, Kadur District, for use in the Chikmagalur Municipality.

No. 8114-23—ML. 92-12-16, DATED BANGALORE, 11TH APRIL 1913.

ORDER THEREON.—The Sanitary Commissioner is authorized to get such notices printed at a private press and to debit the cost thereof to the contingencies of the office of the District Sanitary Officer, Kadur District.

K. R. SRINIVASIENGAR,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Sanitary Commissioner with the Government of Mysore returning Vaccination Notice Form.
The Comptroller, Mysore Government.
The Deputy Commissioners of Districts.

Exd.—C. R.

Proceedings of the Government of His Highness the Maharaja of Mysore,

READ—

Letter No. 4401, dated the 6th May 1913, from the Sanitary Commissioner in Mysore, forwarding a copy of letter No. 257, dated the 26th April 1913, from the District Medical and Sanitary Officer, Bangalore District, bringing to notice, the want of proper sanitary arrangements on the occasion of car festival at Tirumale in the Magadi Taluk.

No. 9642-50—SAN. 118-12-2, DATED BANGALORE, 7TH JUNE 1913.

ORDER THEREON.—The letter read above and its enclosure are printed below and communicated to the Deputy Commissioners and Presidents of the Municipal and District Boards with a request that when applying to Government for sanction to hold special jatras, cattle shows and exhibitions, a brief report may invariably be submitted for the information of Government as to the sanitary arrangements proposed to be made on the occasion.

K. R. SRINIVASIENGAR,
Secy. to Govt., Gen. & Rev. Depts.

To—The Sanitary Commissioner with the Government of Mysore.
The Deputy Commissioners of Districts, and Presidents of Municipal and District Boards.

Letter No. 4401, dated the 6th May 1913, from the Sanitary Commissioner with the Government of His Highness the Maharaja of Mysore, to the Secretary to Government.

I have the honor to forward herewith for the information of Government copy of letter No. 257, dated the 26th ultimo, from the District Medical and Sanitary Officer, Bangalore District, bringing to notice the lack of sanitary arrangements on the occasion of the recent car festival at Tirumale in the Magadi Taluk.

2. I beg to state that on occasions of the kind it would be useful to insist by means of a standing order, upon the Revenue authorities taking proper precautions in consultation with the local Medical Officer before permitting the holding of such jatras where a large concourse of people is expected.

ENCLOSURE.

Letter No. 257, dated the 26th April 1913, from the District Medical and Sanitary Officer, Bangalore District, to the Sanitary Commissioner in Mysore.

I have the honor to make the following report in regard to the celebration of the Sri Ranganathaswami car festival at Tirumale a suburb of Magadi included within the Municipal limit of the latter.

The festival was arranged to last from 18th to 22nd instant and in connection with it, a cattle show and an industrial exhibition were organised. Knowing that under the three-fold purpose a large gathering of people would take place, the Deputy Commissioner desired me that I should go over and deliver some lectures on Health and Sanitation to the benefit of the people assembling there. Accordingly I went there, but to my disappointment I found that hardly any arrangement was made by the local authority, to the comfort and safety of the people.

The most important consideration on such an occasion was the water-supply for both men and cattle, of which over 1,000 had collected both for show and sale. As an old temple, many devotees attached to it had built a number of wells and kalyanis in former days; but from neglect and stagnation of the water thereof not one of them was in an usable condition; still the people in their helplessness began to use the water of some of these wells both for drinking and cooking purposes. The water in these wells had been covered with algae and diatoms, and full of animalcula and a few of these wells were further polluted by bathing and washing by hundreds of people, both men and women. What struck me most was the absolute impunity with which the use of a most abominable well locally going by the name of karnick, for panakam and samaradanes. On the very day after my arrival, I advised the

Amildar in writing that the use of this well for drinking and cooking purposes should be prohibited, but no action was taken to give effect to my advice. I found people using the water even after that; and on the third day, that is, on the 19th instant. I could no longer bear to see the people using such a dirty and filthy water in the name of charity and religion, to the detriment of the health of the people, who readily rushed to drink or eat whatever was offered by the organisers of araventige and samaradanes; and I wrote again to the Amildar to stop people using the particular well water, but whether he posted any man over the well or not, I do not know, as I received no reply to my two communications to him.

The Government having given a Sub-Assistant Surgeon and a Sanitary Inspector for the taluk, the local officer should have enlisted the co-operation of the former, and utilised the professional knowledge of the latter, on an occasion where so many lives were at stake, because of the prevalence of cholera at Kunigal not far from Magadi and some villages of Channapatna and Closepet, whence people were coming in large numbers.

On an occasion of this kind, the chief requirements, which a sanitarian has to look to, are:—

(1) Water-supply—source, protection and its distribution both for men and cattle.

(2) Conservancy arrangement—

(*a*) Provision of public latrines, its removal and disposal.

(*b*) Street conservancy, collection of rubbish and disposal.

(3) Lighting.

(4) Arrangement of shops.

(5) Selection of places for rendezvousing carts and cattle.

(6) Providing some kind of shelter for the people assembling there.

(7) Medical aid in the locality.

These are arrangements that should have been attended to some days before; and if the officials responsible for looking into these matters were entrusted with their respective duties, the Sanitary Department would have justified its existence. If it is not given a chance to show its usefulness, or the advices of its responsible officers are not attended, it is very desirable that the object of the Sanitary Department must be brought well home to the Revenue authorities.

In conclusion, I request that the Government be kindly addressed in the matter, to pass some proceedings in *re* management of fairs and festivals in the light of modern sanitary reforms for their guidance and to the justification of the existence of the Sanitary Department.

Exd.—C R.

118

1912-13

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY
(SANITARY)

PROCEEDINGS

Dated 7th June 1913

No. 96-12-50
San. 118-12-2

Requests the Deputy Commissioners and Presidents of the Municipal and District Boards, that, when applying for sanction to hold special jatras, cattle shows and exhibitions, a brief report may invariably be submitted as to the sanitary arrangements to be made on the occasion.

GPB—18-6-13—200

119

1913-14

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY
(SANITARY)

PROCEEDINGS

Dated 30th July 1913

No. 1271-81
San. 138-1

Passes orders on the Sanitary Commissioner's letter submitting the report from the District Medical and Sanitary Officer, Bangalore District, *re* the outbreak of cholera in the village of Hukunda, Kankanhalli Taluk and the inadequate measures adopted for its suppression; and enjoins strict attention to standing orders in such cases.

GPB—5-8-13—800

Proceedings of the Government of His Highness the Maharaja of Mysore, Local Fund and Sanitary (Sanitary), dated 30th July 1913.

READ—

The late Chief Commissioner's Circular No. 729, dated the 13th May 1870, issuing instructions for the conduct of local Officers on the outbreak of cholera in villages.

2. Circular No. 4039-46—Mis. 700, dated the 3rd September 1901, to the Deputy Commissioners of Districts, forwarding copy of the Rules framed by the Senior Surgeon and Sanitary Commissioner, *re* safeguarding of water-supply in villages infected with cholera.

3. Correspondence ending with letter No. 4887, dated the 5th June 1913, from the Sanitary Commissioner, submitting the report dated the 2nd idem, from the District Medical and Sanitary Officer, Bangalore District, regarding the outbreak of cholera in the village of Hukunda, Kankanhalli Taluk, and the measures adopted for its suppression.

No. 1271-81—SAN. 138-12-2, DATED BANGALORE, 30TH JULY 1913.

ORDER THEREON.—From the report received, it is observed that the first case of cholera in the village of Hukunda occurred on the 10th May 1913. The Patel of the village did not, however, report the outbreak to either the Medical Officer or the Taluk authorities until the 13th May 1913, although five members of his family had by then been attacked by cholera. The Shekdar remained absent from the station, while the Shanbhog of the village appears to have hastily left the village without furnishing any sort of intelligence to the higher authorities.

2. Government consider that the conduct of the Patel should be suitably noticed as he failed to carry out the instructions conveyed in Government Proceedings No. 1389-99—San. 199-09-4, dated the 10th August 1910, in regard to the prompt reporting of the outbreak of cholera to the Sub-Assistant Surgeon. The conduct of the Shanbhog and the absence of the Shekdar require to be further investigated and suitably noticed by the Deputy Commissioner. The punishments awarded to the persons at fault should be reported for the information of Government, within two months from this date.

3. Government further observe that the District Medical and Sanitary Officer did not sufficiently realise his responsibility when he rested satisfied for a time with the belief that the Sub-Assistant Surgeon was competent to deal with the situation. In view of the virulence of the outbreak, the District Medical and Sanitary Officer should have, immediately on receiving the first report, proceeded to the spot instead of waiting for the infection of other villages. Government, therefore, desire that their displeasure should be communicated to Mr. V. Muttuswami Dass.

4. The gross negligence displayed by the patel who evidently permitted the main source of water-supply to be polluted in the manner reported by the District Medical and Sanitary Officer, shows that the rules framed by the Senior Surgeon and Sanitary Commissioner in this connection, referred to in the circular dated the 3rd September 1901 read above have not been prominently brought to the notice of the Taluk and Village Officers.

5. With a view to prevent laxity in dealing with such situations in future, Government direct that the Deputy Commissioners of Districts and the Sanitary Commissioner should give strict attention to the due enforcement of the standing orders of Government in the matter and promptly bring to book all public servants who prove unequal to the duty expected of them.

K. R. SRINIVASIENGAR,
Secy. to Govt., Gen. & Rev. Depts.

To—The Sanitary Commissioner in Mysore.
The Senior Surgeon in Mysore.
The Revenue Commissioner in Mysore.
The Deputy Commissioner, Bangalore District.
The Deputy Commissioners of other Districts.

Exd.—C. R.

121

1913-14

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY
(SANITARY)

PROCEEDINGS

Dated 4th October 1913

No. 4104-14
San. 91-12-6

Passes orders in the matter of the delay in not applying for the issue of timely notification to extend the period of compulsory vaccination in the Mysore City, and directs that a register be maintained in every Municipality in the form prescribed to avoid the recurrence of similar omissions in future.

GPB—20-10-13—800

Proceedings of the Government of His Highness the Maharaja of Mysore, Local Fund and Sanitary (Sanitary), dated 4th October 1913.

READ—

Letter No. 110, dated the 23rd January 1913, from the President, City Municipal Council, Mysore, requesting sanction to extend the period of compulsory vaccination in the city for three years from the 1st July 1910.

2. Correspondence ending with letter No. 203, dated the 2nd September 1913, from the Deputy Commissioner, Mysore District, forwarding letter No. 53, dated the 29th August 1913, from the President, City Municipal Council, Mysore, submitting the explanation of .....for the delay in not applying for the issue of timely notification in the matter.

No. 4104-14—SAN. 91-12-6, DATED BANGALORE, 4TH OCTOBER 1913.

ORDER THEREON.—Government direct that their displeasure be communicated to.....for the carelessness displayed by him in such a vital matter as the one referred to above.

2. To avoid the recurrence of such omissions in future, Government direct that a register in the under mentioned form be maintained in every Municipal Office and periodically examined by the officers concerned:—

Name of Municipality	Number and date of notification declaring vaccination compulsory	Period		Bye-laws		Further extension applied for	Remarks
		From	To	Date of submission to Government	Date of its receipt with Government sanction		

3. Applications for extending the period during which compulsory vaccination is to be in force should be made three months prior to the expiry of the sanctioned period.

K. R. SRINIVASIENGAR,
Secy. to Govt., Gen. & Rev. Depts.

To—The Sanitary Commissioner to communicate para 1 to
The Deputy Commissioners of Districts and Presidents of Municipalities.
The Presidents of the City Municipal Councils of Bangalore and Mysore.

Exd.—C. R.

123
F No. 3174
31.1.14

1913-14

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY
(SANITARY)

PROCEEDINGS

Dated 13th January 1914

No. 6940-57
San. 17-13-2

Passes certain rules in the matter of transfers of Sanitary and Assistant Sanitary Inspectors from one district to another.

GPB—27-1-14—500

Proceedings of the Government of His Highness the Maharaja of Mysore, Local Fund and Sanitary (Sanitary), dated 13th January 1914.

READ—

Letter No. 231, dated the 12th July 1913, from the Sanitary Commissioner, stating that recommendations from Deputy Commissioners of Districts are received from time to time for transfers of Sanitary Inspectors on the ground of ill-health of the officials or on other considerations, and requesting instructions in the matter, as the control of the Sanitary and Assistant Sanitary Inspectors is entirely vested in the Presidents of the Municipal and District Boards.

No. 6940-57—SAN. 17-13-2, DATED BANGALORE, 13TH JANUARY 1914.

ORDER THEREON.—Government direct that the following rules be observed in the matter of transfers of Sanitary and Assistant Sanitary Inspectors from one district to another :—

(i) Presidents of District Boards shall be competent to order or make transfers of Sanitary or Assistant Sanitary Inspectors from one place to another within their own districts.

(ii) In case a transfer to another district is deemed necessary action may be taken under clause (4) of Government Proceedings No. G. 4787-829—Med. 142-08-27, dated the 15th March 1910, without reference to either the Revenue or the Sanitary Commissioner. If the Presidents of the two or more District Boards concerned agree, effect may be given to the transfer or transfers.

(iii) Similar considerations shall apply to Sanitary and Assistant Sanitary Inspectors employed in Municipalities, the Deputy Commissioner who has control over them exercising the powers referred to above in clause (ii).

(iv) Where transfers from one District Board or Municipality to another local authority are involved, the question of pensionary contribution, etc., should be settled before hand in consultation with the Comptroller, if need be.

(v) Travelling allowance should be allowed only when the transfer is in the interests of the public service and in such cases the travelling allowance should be paid by the local body to whose jurisdiction the Officer is transferred.

(vi) Transfers of Sanitary and Assistant Sanitary Inspectors should be intimated to the Sanitary Commissioner by the Presidents of the District Boards and Deputy Commissioners of Districts concerned.

for Secy. to Govt., Gen. & Rev. Depts.

To—The Sanitary Commissioner with the Government of Mysore.
The Presidents of the District Boards.
The Deputy Commissioners of Districts, for communication to the Presidents of Municipalities.
The Comptroller, Mysore Government.

Exd.—C. R.

125

G. R. S. 26]

Gno 95

File No. 1/13
Serial No. 56

Diary No. of letter replied to

No. 245
Ge. A

General and Revenue Secretariat
( )
, *the* . *191* .

To
The Sanitary Commissioner with the Govt. of Mysore

Date of issue 7-1-1915

Signed by Mr. N. Madhava Rao

Sir,

With refce: to your No: 45350 dt the 21st Apl: 14, I am directed to request you to be so good as to have an office manual prepared to regulate work and procedure in your office ~~prepared and~~ and ~~submitted~~ the same to Govt: by the ~~15th Feby~~ end of March 1915.

P.T.O.

SUBJECT.

The general merits of office procedure issued with G.O. 18: G 5203-57 of the 23rd Nov 1914 (G.A. 4-14) may be embodied in the proposed manual.

I have &c

Secy to Govt.

Dtd 7/1

Secy to Govt. Judl & Revenue Depts.

Noted 5/4/15

Noted 6/4/15

Copy to Pt IV

List of enclosures

Copied by

Examined b

GPB—25,000—4-3.

127

OFFICE OF THE SANITARY COMMISSIONER
WITH THE GOVERNMENT OF MYSORE.

Bangalore, Dated the 4th August 1915.

No. 665
Enc. one

From

RAO BAHADUR T. V. ARUMUGAM MUDALIAR, ESQ., M.B.C.M.,
Sanitary Commissioner with the Government of H. H. the Maharaja of Mysore, Bangalore.

To

D.M. Narasinga Rao Esq., B.A., B.L.,
Secretary to the Government of His Highness the Maharaja of Mysore,
General Department, Bangalore.

Sir,

In continuation of my letter No. 332 dated the 15th July 1915, I have the honor to forward herewith a Manual of office procedure to regulate work in my office, prepared on the lines of the instructions issued in Government Order No. G. 5203-51 E.A. 4-14 dated the 23rd November 1914.

2. I regret the delay, which was unavoidable owing to pressure of work in connection with the preparation of the Annual statistics and reports.

I have the honor to be,
S i r ,
Your most obedient servant,

T. V. Arumugam

Sanitary Commissioner.

P.H.

128 File no 1-13 Sl 92.

From

THE SANITARY COMMISSIONER
IN MYSORE, BANGALORE.

To D. No. 158/S.A 6-8-15

VIII 5/8 The Secretary to Govt Gen. Deptt

Dated

Despatched 4 - AUG 1915

Received

General No. 665

No.

Enclosure No. One

SUBJECT.

Submitting a manual of office procedure.

129

D. O. Sep: 61

Office of the Sanitary Commissioner
with the Government of Mysore,

Bangalore dated the 22nd January 1916.

Dear Sir,

Your D.O. letter No. 2 dated the 17th Instant. It would, in my opinion, facilitate disposal of the question if you can kindly make it convenient to roughly indicate in my draft the modifications that Government would wish to have effected in the manual and then send it on to me. I shall go through the rules again with reference to the changes proposed and in case the items of procedure present no practical difficulties, I shall submit revised rules, together with the appendices you suggested, for final acceptance by Government.

Yours sincerely,

Sanitary Commissioner.

To

N. Madhava Rao Esq., B.A., B.L.,
Assistant Secretary to Government
of Mysore, General Department (E.A.D)

130

G. R. S. 26]

E.A. File No. 4/2
Serial No.

Diary No. of letter replied to

No. 2 - E. A. 4.
Ewel

General and Revenue Secretariat
( )
, *the* 191

To

Rajakarya Pravina Rao,
Bahadur
N. Arunagiri Mudaliar Esquire
M.B.C.M.
Sarvadhikari with the
Govt. of Mysore

Date of issue 15-2-1916

Signed by Mr. R. Madhava Rao.

Dear Sir,

Adverting to your D.O. letter No. 6 of the 22nd Ulto., regarding the revision of your office manual, I am write to say that the modifications required in the draft manual are similar to those indicated

over.

SUBJECT.

in the ~~Offi~~ manual of the Senior Surgeon's Office which has been returned separately this day. If the changes are ~~accepted~~ found suitable, the draft manual herewith returned may kindly be caused to be revised on those lines and retransmitted early.

Yours truly

MLC

MLC
18/2/16

List of enclosures.

Copied by

Examined by

GPB—25,000—4-3-18

GEN. & REV. SECT.
15 SEP 1916

131

GPB—12,000 - 3-7-15

191

From The Sanitary Commissioner in Mysore, Bangalore

To The Secretary to Govt. Genl. Deptt Bangalore

Dated 4th September 16

Despatched

Received

General No. G.C 95-2
No.

Enclosure No. One

Returning the draft office manual

Office of the Sanitary Commissioner
with the Govt., of Mysore,

No. S.C. 95:2 — Enc 1

Dated, Bangalore, 16th August 1916. 4th September

From

Rao Bahadur Rajakarya Pravina
T.V.Arumugum Mudaliar Esq., M.B.C.M.,
Sanitary Commissioner with the Govt., of
H.H.the Maharaja of Mysore, Bangalore.

To

D.M.Narasinga Rao Esq., B.A.,B.L.,
Secretary to the Government of H.H.the
Maharaja of Mysore, General Deptt., Bangalore

Sir,

I have the honor to return herewith the draft Office Manual received with your letter No.2 E.A.G. dated the 8th instant, after noting the corrections indicated.

I have the honor to be,

Sir,

Your most obedient servant,

T.V. Arumugum

Sanitary Commissioner.

NOTE.

This manual is prepared in accordance with Government Order No. 5203-151/S.A. 4-14 dated the 23rd November 1914 and is intended to contain all rules of procedure that are in vogue in the office as well as such additional ones as are calculated to systematise the work and ensure efficiency. The rules laid down relate almost wholly to office procedure and are exclusive of the orders of Government or the Departmental Circulars which have a bearing on the actual disposal of cases. For a proper application of departmental rules, each clerk is expected to maintain a complete list of the standing orders relating to his branch of work and make himself thoroughly conversant with them.

2. Such additions and alterations of the rules as experience may suggest will be issued by the Sanitary Commissioner; and it will be the duty of the Manager to see that the office copy of the manual is duly posted up with additions and changes from time to time.

CONTENTS.

Chapters.		Paragraphs
I.	Discipline: Attendance; Leaves; Character roll; Official information not to be divulged; Etiquette; Tidiness of person and environments.	1- 14
II.	Preliminary treatment of papers: Registration of covers; Opening of covers; Registration of receipts; The current register; Registration of books and other publications; Order of business " Immediate ", " Very Urgent ", & " Urgent Confidential papers; Duties of disposal Clerks; Personal register of progress of disposal; Referencing.	15- 30
III.	Preparation of papers for submission and issue: Stock files of standing orders; arrangement of papers for submission; Noting; Precis; Drafting; Communications to Government; Forms of communications in general; Correspondence with subordinate officers of other Departments; Copying; Despatching.	31- 65
IV.	Disposal lists: Definition of disposal; Disposal lists to be in three series; Numbering of disposals; Disposal dockets; Duties of disposal list clerk; Disposal of papers of a recurring nature; Stock files; Papers not coming under the disposal number system - Registers, Gazettes, Departmental reports and other publications, monthly proceedings of Government.	66- 81
V.	Indexing: Stage at which indexing is done; Mode of indexing; Scrutiny of the work of indexing.	82- 84
VI.	Periodicals: Stock list of periodicals and stock number; The periodical register; Daily calendar of periodicals; Scrutiny of periodicals; Weekly and monthly returns of vaccination; Diaries of Deputy Inspectors of vaccination; Diaries of District Sanitary Officers; Daily returns of Epidemic Diseases; Periodical returns published in the Gazette; Monthly mortuary returns; Progressive record of Vital Statistics for Districts and Towns; Compilation of annual statistics; Scrutiny of annual reports and their review.	85-106
VII.	Checking of arrears: Method of determining arrears; Closing the increment and periodical registers; Preparation of arrear lists; Issue of reminders.	107-114

Chapters. Paragraphs

VIII. Record arrangements:

What the records comprise; incomplete and undisposed of files; Arrangement of records; Requisition for records required for reference; Record issue register; Duties of Record-Keeper; Destruction from time to time of obsolete records; Mode of destruction. 114-131

IX. Library and Furniture:

Charge of Library; Stock register of books; Library Catalogue; Loan of books; Duties of Librarian; Circulation of journals; Inspection of Library; Stock list of furniture; Verification. 132-140

X. Accounts and cash transactions:

Registers maintained in the Accounts Branch; Recording disposals of incoming bills of every description; Acquittance roll; Contingent expenditure; Custody of office funds; Account of stationery and forms. 141-150

-----:0:-----

OFFICE MANUAL.

Chapter I.

Discipline.

Hours of attendance.

The office hours will ordinarily be from 11 A.M. to 5 P.M. except on such special days as, under proper authority, the period of attendance is shortened or the office is ordered to be held in the morning. The whole or any part of the office establishment may be required to work beyond the prescribed hours in times of stress or when any particular matter requires immediate attention and cannot be put off for the following day.

Attendance Register.

2. An attendance register will be maintained in which every clerk is required to initial before 11-15 A.M. each day, attendance later than 11-15 A.M. being considered as late attendance. The register will be sent up daily to the Deputy Sanitary Commissioner for inspection and attestation, as soon as he arrives at the office.

Late attendance.

3. Late attendance may not exceed 3 days during month, and any clerk that exceeds this limit will be liable to have his pay witheld at the rate of a day's pay for every 3 days' late attendance. Habitual late attendance on the part of any clerk shall be reported to the Sanitary Commissioner for such orders as the case may merit.

4. Absence without leave is an infringement of discipline which needs to be severely noticed. Leave

Leave to be previously sanctioned.

Leave must be applied for and sanctioned before it is availed of and only in cases of sudden and serious illness proved to the satisfaction of the Deputy Sanitary Commissioner, can the rule be relaxed.

Casual leave.

5. The amount of casual leave admissible during a year cannot be claimed or taken as a matter of course. Casual leave can be sanctioned only when it can be granted without prejudice to the proper transaction of business in the office and provided the Sanitary or Deputy Sanitary Commissioner is satisfied of the urgency of and the necessity for the leave.

Gazetted holidays.

Gazetted holidays cannot be availed of unless previous sanction is obtained for closing the office at least one day previous to that on which the holiday falls.

Account of leaves granted

6. At the close of each month the amount and the nature of leave availed of by each member of the establishment during the month will be summarised in a statement on the page facing that on which the attendance for the month is recorded.

Breach of discipline how treated.

7. Habitual late attendance or infringement in any other manner of any of the rules laid down above will be recorded in the character book of the official concerned and will be taken into account when questions of his advancement come up for consideration.

consideration.

8. A character roll will be maintained in which all censures, commendations or other remarks passed by the Sanitary Commissioner or Deputy Sanitary Commr. in regard to the character and work of any member of the office establishment will be recorded.

Character roll.

9. No certificate of any description may be given to any member of the office establishment unless it is signed by the Sanitary Commissioner.

Grant of certificates

10. Clerks are not at liberty to allow outsiders to sit at their tables, to divulge official information of any kind, to take or give copies of official documents that pass through their hands or to take official papers home except under special permission. Outsiders coming to the office on business should be referred to the Manager who will himself answer all enquiries.

Official information not to be divulged.

11. Indebtedness of clerks to any extent disproportionate to their means is likely to detract from their efficiency as public servants and is, on this ground, prohibited.

Indebtedness.

12. Every member of the office establishment is expected to cultivate good manners and to be polite and courteous in his relations with other clerks as well as with outsiders who may come to the office on business.

Good manners.

13. It is the duty of every clerk to be clean in person and reasonably tidy in dress, to keep his

his papers neatly arranged and generally, to avoid all habits that are offensive to others who have to work by his side or that affect tidiness in the office. Spitting inside or in the immediate vicinity of the office is prohibited. Waste paper must always be thrown into the basket placed beside every table.

Maintenance of tidiness

14. The Manager shall insist on the office servants observing decency in their appearance.

Tidiness of servants.

Chapter II.

Preliminary treatment of papers.

15. All official covers addressed to the Sanitary Commissioner will be entered in a register before they are opened, so that there might be a record, for possible reference, of the receipt of communications, of the enclosures, if any, thereto and of the manner in which they were received whether by post, registered post or by local delivery. The contents superscribed on the cover should be verified and copied into this register.

Registration of contents of post.

16. All covers received through local delivery will be received and acknowledged by the 4th clerk who will be responsible to enter them in the register as they are received and to deal with them in the manner detailed below.

Receipt of local post.

17. The covers received by post during the day till 11-30 A.M. and all those that might have been received in the course of the previous afternoon will constitute the day's dak or post. The covers

Opening of covers.

covers should be opened by the Deputy Sanitary Commr. who after marking on each communication the date of receipt, will send the papers to the Manager for further action, with such instructions for urgent submission of particular letters as may be necessary. Provided that if a cover marked " Urgent ", " Very Urgent ", or " Immediate " be received in the course of the day it will be opened at once by the Manager and not kept by for the following day. When the Deputy Sanitary Commissioner is absent from station the post will be opened by the Manager.

Covers with personal address or marked confidential.

18. Covers addressed by name or marked confidential will be opened by the officer to whom they are addressed.

Registration of receipts.

19. Every receipt, whether it be a letter, telegram, demi-official or un-official communication, official report or other publication, should at once be entered in the appropriate register. For this purpose, the following registers will be maintained:-

1. Current register,
2. Periodical register, and
3. Register of reports and other official publications received.

Papers of obviously transitory importance, such as statements reporting outbreaks of epidemics etc need not be registered.

The current register.

20. In the current register there should be only one current series of entries and one current number for each case.

The current entry which is the primary one, is followed up by new entries as the correspondence

correspondence progresses until final disposal is reached. Every one of the papers making up the correspondence, irrespective of whether it is a " receipt " or an " issue ", bears the primary current number, - each paper in the file being distinguished from the rest by having also the serial number of the entry in the current register noted against the initial current number, thus 50-6.

21. The headings of the several columns of this register will be as follows:-

1. Number in the register.
2. If from outside, outside date, number and name of officer from whom received.
3. If from outside -
   (a) Number of enclosures,
   (b) Number of fair copies.
4. If from outside, date of receipt.
5. Purport of the current with catch-word underlined.
6. Name of clerk to whom current was given for disposal.
7. References sent out -
   (a) Date and brief abstract of the reference if sent in original.
   (b) Outside number and date of ~~reference~~ reply.
8. Number and date of disposal if disposed of by number; copy of the order of disposal in other cases.

Note 1 - In the case of papers arising from the office, columns 2, 3 and 4 should be left blank.

Note 2 - The entries should be very brief, and particular care should be taken to underline the catch-word in column 5.

Note 3 - Reminders received on a current should not be shown as a new item but should be entered in column 2 in red ink.

Note 4 - Ample space should be left under each initial entry for making subsequent entries.

entries.

Note 5 - Every new current should be numbered consecutively, the number being entered in red ink conspicuously on the paper. The current numbers begin afresh for every official year and run consecutively till the close of the year. Three months after the close of each official year, that is to say, on the 1st October, all papers of the previous year remaining undisposed of should be carried forward to the new year's current register, a few pages being left blank for the purpose. When an entry in the current register is thus carried forward, the fact should be noted against the entry under column 8 of the original register thus:-

Vide No. in the register of

Note 6 - The current registers should be made up into sections not exceeding 48 pages and should be bound at the end of the year.

22. A special current register will be maintained for papers received from or submitted to Government. In the case of papers with reference to which correspondence with Government may arise at an intermediate stage, the " current " should be transferred from the general to the special current register. At the same time, a note " transferred to C.....Government current register " should be made against the current in the disposal columns of the general current register.

Periodical register.

23. In the periodical register, both inward and outward periodicals are entered. For detailed instructions vide chapter VI.

Register of publications received.

24. All manuals, books, pamphlets, maps, spare copies of Government Orders etc received with or without a covering letter, whether from Government or

or from other Departments, should be entered in a separate register which shows the description of the book or other publication received, number of copies, purpose for which sent and disposal.

Classification of papers and order of business.

25. In order to regulate the proper treatment of papers, the following classification shall be made for all papers other than the ordinary or routine.

1. Important.
2. Urgent.
3. Immediate.
4. Confidential.

Papers requiring attention without delay should be marked " Urgent ". Those requiring instant attention should be marked " Immediate ". The word " Important " will indicate that the paper so marked requires more than the usual care and attention on the part of the office.

Note 1 - When papers marked " Urgent " or " Immediate " are received in the office, they shall be placed at once in the hands of the officer to whom they are addressed, whether at the office or at his private residence, and the orders passed on them shall be attended to on the very day irrespective of whether the office is open or closed for the day.

Note 2 - When papers addressed to the Sanitary Commissioner by name and marked " Urgent " or " Immediate " is received at a time when he happens to be absent from station, the covers may under a general or special permission granted by the Sanitary Commr. be opened by the Deputy Sanitary Commissioner or in his absence by the Manager, orders for the disposal of the paper being thereafter obtained from the Sanitary Commissioner, by wire if necessary.

necessary.

26. When any paper is marked " Confidential " the Sanitary or Deputy Sanitary Commissioner will indicate by whom it shall be dealt with and the official so indicated or in the absence of special instructions, the Manager shall be held responsible for the maintenance of secrecy.

Note 1 - The entries of confidential papers in the office registers should be made from slips furnished by the Manager or other official who deals with the papers and should be very general ~~and should be very general~~, sufficient merely to admit of the papers being traced.

Note 2 - Confidential papers will be kept in the personal custody of the Sanitary Commissioner or, under his orders, with the Manager, until they cease to be confidential and can be transferred to the record room. Previous permission in writing should be obtained for recording a confidential paper or file.

Note 3 - When confidential papers are sent out of the office they should be put in double covers, the inner one being sealed and marked confidential and superscribed only with the name of the addressee and the outer one bearing the usual official address.

Distribution of receipts.

27. Every current as soon as it is registered should be handed over to the clerk who deals with the subject to which it relates, the designation of the clerk and the date on which it is so handed over being entered under column 6 of the current register. Instead of ~~noting~~ obtaining the initials of the clerk in the current register a small book may be kept in which the numbers alone of the current are entered and acknowledgment of the Clerks concerns taken.

28. The duties of the disposing clerk are:-

are:-

Duties of disposal clerk.

1. To register the papers in his personal register.
2. To cause previous papers to be put up.
3. To carry the current through all subsequent stages, including issue of timely reminders if an intermediate reference is made till he is relieved by disposal.

The maximum time allowed for referencing will ordinarily be five days. In important or emergent cases the time limit prescribed for such cases (vide rule 25) should be observed. If it prowes impossible to draft on a paper within 5 days it must be put up for perusal with a remark to that effect.

Who are disposal clerks.

29. The following shall be disposing clerks (1) Manager, (2) Deputy Clerk, (3) 2nd Clerk, (4) Draftsman and (5) Statistical Clerk.

Personal register.

30. Each disposing clerk should maintain a personal register in the following form:-

Current No. and date of receipt.	Intermediate reference, if any.	Reply	Disposal	Remarks.

The register will be maintained as follows:-

When a paper is given to the clerk, he will enter in the column 1 the current number which the paper bears and the date on which he received it; and should the paper be disposed of without an intermediat reference, he will enter the disposal in column 4. Should an intermediate reference be sent out, he will enter in column 2 the date on which it is based issued

issued and the name of the officer to whom it is sent; when the reply is received, the number given to the reply by the outside office and the date of its receipt will be entered in column 3; if there are further intermediate references and replies, further entries will be made in the same way in columns 2 and 3 until the file is closed by the entry of the disposal number or order of disposal in column 4. The abstract of the original paper as well as of subsequent references may be entered briefly in column 1 or instead, the subject matter of the case may be noted under Column 1 as a distinct heading for the entire correspondence.

Previous papers and connected cases.

31. When previous papers are required for reference, the disposing clerk should requisition for the records needed, on the prescribed slips. The Record-keeper is responsible for furnishing the records asked for without undue delay but the disposal clerk should also see the paper through this stage. It will be his business to put up with the letter under disposal all previous records which furnish either a precedent or a parallel to the case requiring orders or are otherwise relevant to its disposal.

When a paper cannot be disposed of pending the disposal of another current or pending the receipt of a promised further communication, it should be put by with a remark " to lie over pending, etc ". The remark should be copied in pencil in the disposal column of the current register and cancelled as soon as it becomes possible to dispose of the case.

case.

Chapter III.

Preparation of papers for submission and issue.

32. Each disposal clerk is required to maintain a file of all rulings issued by Government or by the Sanitary Commissioner, in so far as they relate to his branch of work. Matters embodied in Departmental Codes and Manuals should be excluded from this file. The files will be examined from time to time by the Deputy Sanitary Commissioner to see that they are up-to-date and are properly indexed for ready reference.

File of standing orders.

33. When a letter is sent up for orders or a draft is submitted for approval, the letter or draft, as the case may be, should be placed at the top and the papers put up for reference arranged below in chronological order, the oldest paper being at the bottom. Previous papers put up should not be filed together but should simply be tied together by means of a tape.

Arrangement of papers for submission.

34. Every reference quoted whether in the letter under disposal or in the office note or in the draft accompanying the letter should have a printed letter slip pinned on to it prominently, the letters on these slips following the letters of the alphabet in the order in which the references bear on the points raised for consideration. The letters on the slips should at the same time be indicated in pencil in the margin of the letter, office note or draft.

Letter slips to indicate papers put up.

draft.

Noting.

35. When the paper requiring orders is of a routine nature it obviously saves time and labour to dispense with a formal office note. In such cases nothing is needed beyond a brief suggestion, on the margin of the letter of the prescribed scrutiny to be observed or other action to be taken by the office.

Cases not requiring formal notes.

36. Where, however, the letter is important because of questions of an administrative or professional nature involved or because it contains proposals for appointment, dismissal, retirement from service, suspension etc., or treats of matters affecting the efficiency and procedure in the Department or is otherwise of a complex nature, a note should be put up with the letter under disposal.

Important letters & cases.

37. Every note should be legibly written upon foolscap sized paper, with quarter margin, and on only one side of the paper. When the note exceeds one para the paragraphs should be numbered.

Form of notes.

38. As a rule, lengthy notes should be avoided. A note should be concisely and accurately worded: and only just such a brief synopsis of the letter is permitted as is necessary to afford a proper setting to the disposal suggested or parallels or precedents quoted. An office note must be a simple statement of facts; criticisms of a personal nature, examination of motives etc., should be scrupulously avoided.

Language of notes.

avoided.

39. The disposal clerk should affix his initials and date of submission at the left hand side at the bottom of the note. The Manager, if he accepts the note, adds his initials; but if he does not accept it he may modify it. In case the note is incomplete, inaccurate or otherwise perfunctorily drawn up he may have it rewritten.

Accuracy of notes.

40. If the file has attained a considerable size before it comes up for final orders of the Sanitary Commissioner or when the subject devides itself into several distinct heads under each of which information, opinion, suggestions or recommendations have been collected, a precis of the contents of the file should be put up with the office note. When answers to a series of questions are summarised the summary should be prepared with reference to each of such questions.

Precis of papers.

41. The Deputy Sanitary Commissioner may, at his discretion, pass orders on routine papers himself. He should, as a general rule, note upon papers requiring professional opinion before passing them on to the Sanitary Commr.

Papers requiring professional opinion.

42. Notes may be put up by the Deputy Sanitary Commissioner or by the office on any points pertaining to Departmental procedure or efficiency, independently of any communication.

Notes not arising on any " Current ".

43. When it simplified business, ~~a draft letter~~, a draft letter, reply, or reference may be submitted for approval in lieu of an office note.

Routine drafts.

note.

Notes on periodicals.

44. The form of submission of periodicals is dealt with in a subsequent chapter.

Noting on schemes referred to the Sanitary Board.

45. Every paper intended for circulation among the members of the Sanitary Board or for being placed before a meeting of the Board should invariably be accompanied by a comprehensive note on the case drawn up by the Deputy Sanitary Commissioner in his capacity as Secretary to the Board. The questions at issue from the Sanitary, Engineering and financial points of view should be definitely outlined, so that the note might be useful as a basis for discussion.

Note - When the draft rules relating to the Central Sanitary Board submitted to Government are approved, the addition of one or two paragraphs detailing the work to be done by the office would become necessary.

Drafting.

Language of drafts.

46. Whenever the order admits of it, it should be incorporated verbatim in the draft; but when this cannot be done, the draft should be so constructed as to accurately convey the sense of the order. Simplicity and directness of expression are the qualities to be aimed at in the preparation of a draft. The language should invariably be courteous.

Scrutiny of drafts.

47. The Manager should examine the drafts of all communications with care before they are submitted for approval or are passed on to the Typist, and satisfy

satisfy himself that they are not defective either in form, substance or language.

48. All letters from private persons and firms and all petitions should be acknowledged without loss of time. If there is likely to be considerable delay in disposing of a particular letter " Ad interim " acknowledgments. from Government or from the Head of a Department or from a Deputy Commissioner an acknowledgment of receipt should be sent, with an intimation as to the probable date on which a reply may be expected.

49. In quoting the letter under reply, the number as well as any symbols that may have been appended to it should be quoted.

Other points to be noted ~~needed~~ in drafting.

Paragraphs in drafts must always be numbered.

Months quoted in drafts must always be by name and not by number.

In heading letters, the name and designation of the writer and of the addressee should be given.

Care should be taken to enter at the top of every draft:-

i. The address entries, i-e., the designation of each officer to whom the communication is to be sent, with the enclosures to accompany it to each address, and

ii. In the case of letters to Government, the despatch docket, i-e., the abstract of the paper to be written on the outside docket.

50. Communications to Government should be complete and should explain clearly the nature of the recommendations made and the rules or orders on which they are based.

Communications to Government.

The following are the more important points requiring special attention:-

attention:-

I. Each communication to Government should treat only of a single subject.

II. All proposals to be submitted to Government should be sent in a final and complete form after reference to all the Departments concerned with full information on all points on which orders are required.

III. The standing order, precedent, code or rule, both for and against the recommendation should invariably be quoted and in case the recommendation or proposal runs counter to an existing order, Code or rule, or is not covered by precedent etc., the grounds on which exceptional treatment is proposed should be clearly set forth.

IV. Where the communication is lengthy, the recommendations made and the orders sought should be recapitulated towards the end of the letter.

V. Where sanction is sought for expenditure, the financial effect of the recommendation should be pointed out and it should be explained whether the expenditure is provided for in the budget or can be met by re-appropriation of sanctioned grants or whether the sanction is intended to operate in the next year.

Forms of correspondence.

51. Communications are ~~addressed~~ issued from the office in one or other of the following forms:-

1. L e t t e r .
2. D o c k e t .
3. C i r c u l a r
4. Office Memorandum.
5. E n d o r s e m e n t

Use of the various forms.

52. The letter form should invariably be employed when addressing Government or the Head of a Department When the subject matter of communications addressed to the Deputy Commissioners of Districts and President of District and Municipal Boards is other than merely routine the letter form will be used. Communications to subordinate officers should, as a general rule,

rule, issue in the form of a docket. The docket form may also be used for routine correspondence addressed to Deputy Commissioners. A circular may be by letter docket or office memorandum according to the importance of the subject and the status of officers to whom the circular is addressed. The Office Memorandum form is employed for conveying departmental orders regarding grant of leave, appointments etc., to subordinate offices and for transmitting copies or original documents for information or disposal. The endorsement is the form of reply adopted in the case of applications ~~ee~~ or petitions from private persons or Institutions.

Communications to subordinate officers of other Departments.

53. No official Communication should be addressed direct to subordinate officers of other Departments. When, in cases of urgency, a communication is necessary it should be made in the demi-official form.

Copying.

Copies to be type-written.

54. All fair-copies should be type-written with the exception of statements which are lengthy or occupy a larger space than that of an ordinary follscap paper.

Time allowed.

55. The maximum time allowed for fair copying or typing a draft ~~a draft~~ is 2 days. Short letters or dockets should be fair-copied on the very day they are sent to be type-written. The rules laid down in regard to papers marked " Urgent ", " Very Urgent ", or " Immediate " apply also to the fair-copying work

work connected with them.

56. The fair copies should be neat and tidy and as free from erasures and corrections as possible.

Tidiness of copies.

The Manager may return a fair copy to be done again which does not conform to this rule.

57. The quality of the paper used will depend upon the importance of the communication or the status of the officer to whom it is addressed. Unnecessary waste of paper in typing or fair-copying is prohibited. In the case of circular letters or dockets the carbon copies should be perfectly legible and tidy. Care must be taken to type-write names and addresses correctly.

Quality of paper and legibility of copies

58. Every fair copy sent up for signature must be carefully examined, the initials of the examiner being entered at the foot of the office draft. The examination of fair-copies should not be merely mechanical; the examiner is expected to go through the fair-copy intelligently, rectifying minor omissions or errors that might have been lost sight of in the draft. The addresses as well as numerical figures occurring in the letter should be carefully verified with the draft. Fair copies of important letters, of letters to Government and communications to the Honorable the British Resident in Mysore should be examined by the Manager himself.

Examination of copies.

Despatching.

59. Papers must be despatched on the day they are signed or the following day. Abnormal delay in the issue of letters must be reported to the Sanitary

Prompt despatch of issues.

Sanitary Commissioner by the Manager whose duty it shall be to check the despatch register once a week

60. The following registers shall be maintained by the Despatcher:

Registers to be maintained.

1. Peon book for letters delivered locally,
2. Tappal book for letters despatched by post, and
3. Service Stamp Account Book

Numbering of issues.

61. Papers issued bear the initial current number as well as the serial No. of the paper in the file and the date of issue, thus C/100-8 dated the 15th July 1916.

Use of Service Stamps.

62. All covers, packets, book-posts etc., addressed to places outside the State or on which (if for places within the State) a registration fee is paid in " Service " stamps, should be franked by the Manager, the amount of postage in stamps being noted under his initials in the Service Stamp Account Book. The Manager will be responsible to see that stamps are used economically, that is to say, that no more stamps than are absolutely necessary are affixed, and that the manner of packing etc., is such as to admit of stamps of the minimum value being used. The Service Stamp Account Book will show the date, serial number of issue, officer to whom addressed, purpose for which service stamps are used and the value of the stamps. The book will be examined once a month by the Deputy Sanitary Commissioner.

Postal receipts.

63. Post Office receipts for parcels and register covers should be pasted in the Tappal Book.

Book.

Packets.

64. Packets sent through the post should be properly secured by double wrappers - the inner one being of cloth lined paper.

Postal registration of valuable documents.

65. Cheques, drafts, Service Registers or other valuable papers should invariably be registered when sent through the post.

Scrutiny of peon-book.

66. The peon book should be examined every day to make sure that the covers sent out are duly delivered and properly acknowledged.

Chapter IV.

Disposal lists.

The term " disposal " explained.

67. The disposal list takes note only of disposals, that is, letters or orders which close a correspondence whether such orders or are not communicated to any one. When, for instance, all the information required for the disposal of a paper is ready and the final communication may issue, such communication would be a disposal. When, again, a paper requires no action but has simply to be retained in the office, the order of retention is to be treated as a disposal. Similarly, communications addressed to subordinate officers which do not call for a report or a reply of some kind and those addressed to Government which do not call for orders or instructions or to which no reply is awaited, should be treated as finally disposed of.

of.

68. From the above, it is evident that the correct maintenance of disposal lists is the sine qua non of the proper arrangement of records and of the eventual destruction, at prescribed intervals, of such records as become obsolete. Corresponding to the degree of the importance of the disposals and the probability of their coming up for future reference, disposal lists are maintained in three series. The first or " A " series comprise disposals of importance which are to be preserved permanently. The " B " series consist of ordinary disposals which are usually destroyed after a period of ten years. Routine papers which may be destroyed after two years form the " C " series

Disposal lists to be in three series.

69. The following columns are provided in the disposal list:-

Headings of disposal list.

" A " Series - Important

1. Serial number.
2. Date of disposal, if on a current or currents received; if not, date of issue,
3. Current or currents disposed of,
4. Officer to whom the disposal is addressed,
5. Number and year of the previous disposal on the same subject,
6. Number and year of further papers on the same subject,
7. Copy of record abstract,
8. Date of despatch.
9. Date of receipt of the disposal file by the Record-keeper with initials.
10. Date on which the file was indexed with

with initials of the indexer.

" B " Series - Ordinary.

Same as above with the following additional column " If not to be destroyed 10 years hence, year of destruction

" C " Series.

Same as for " B " series with columns 5, 6 and 10 omitted.

Numbering of disposals.

70. Disposals should be numbered concurrently with the fair-copying of the communication that closes the correspondence, or in the case of papers which are simply retained in the office or which do not call for a reply from outside, - immediately after the order of disposal is recorded. Disposal numbers are given for each series separately and quite independently of the " Current " number.

Noting series of disposal on the draft.

71. In connection with disposal lists, it is a most important duty of the disposal clerk to note the series of disposal, whether A, B or C, on the drafts when sending them up for approval. The officer approving the draft will also correct any mistakes that might have been made in this respect. It is to be particularly looked to that none but papers of really ephemeral importance which it is practically certain would not be required for future reference are brought into the " C " series.

The skeleton formula to be invariably furnished by the drafting clerk is as follows:-

A (B or C) Disposal Number.....dated the.....

72. When a draft has been passed and returned to the office, the disposing clerk should

should

Treatment of files preliminary to giving them disposal numbers

(1) detach all enclosures which are to go in original

(2) detach and destroy in the presence of the Manager all reminders letter slips and chits not intended for record,

(3) page the file in red ink,

(4) enclose the file, if it is of the A or B series, in a despatch docket sheet and cause it to be stitched with a stout thread on the top of the left hand corner,

(5) Note the chains of reference - that is, enter on the docket sheet

(a) under the heading " back papers " the previou disposal numbers relevant to the history of the case and

(b) under the heading " further papers " on the docket sheets of each of the disposals put up, the number and date of the present disposal.

(6) Return the put up files to the record room, and obtain back the requisition slip therefor, - and then

(7) send the files to the despatcher who, after issue of the communications will pass on the files to the disposal list clerk. In the case of disposals not closed by a communication ~~to the disposal clerk~~ to disposing clerk may pass on the files direct to the disposal list clerk.

73. The disposal docket is a cover of cartridge paper with printed headings for entering the disposal number and date, the officer or officers to whom sent, the date of despatch, the abstract of the disposal, the back and forward numbers and number of papers in the file, the series A, B and C and the year of destruction

Disposal dockets.

All the entries should be carefully made -

made

In the case of routine disposals (i-e C series) it is not necessary to enclose the file in a despatch docket, but it should be stitched with a plain paper as fly leaf on which should be noted the disposal and the year of disposal.

74. On receipt of disposals, the disposal list clerk will

Duties of disposal list clerk.

(1) enter the number and date of the disposal

(2) make the prescribed entries in the approximate disposal list, paying particular attention to the record abstract in which the important word or phrase should be underlined,

(3) note the chains of reference in the disposal lists, chaining not only the disposal in hand backward but also previous disposals forwards,

(4) circulate the files to the clerks concerned for making entries in the current, periodical and personal registers, and finally

(5) pass on the files to the Record-keeper (who is also the indexer) obtaining his initials in the disposal list against the entries relating to the files -

Incomplete and undisposed of files should, under no circumstances be sent to the records nor should disposed of files unnecessarily detained by the disposing clerks.

75. In the case of the following papers of a recurring nature, it is sufficient if they are bundled up in chronological order according to Districts and transferred once a quarter to the record room:

Disposal of certain papers of a recurring nature.

room:

(1) Daily reports of plague, cholera and small-pox,

(2) Weekly returns of plague and cholera,

(3) Weekly vaccination returns

(4) Monthly vaccination returns

(5) Diaries of Deputy Inspectors of Vaccination

(6) Diaries of District Sanitary Officers,

(7) Weekly and monthly Inoculation returns,

These should be filed as they are disposed of and when transferred to the record room at the end of the quarter an entry should be made in the disposal list (C series) below the entries of regular disposals thus

" One bundle of 12 weekly reports for the District of....."

" One bundle of 90 daily reports for the District of....."

Circular ~~Stock~~ files.

76. It must be noted that " Filing " is one of the forms of disposal. By this is meant that a paper is put into a ~~stock or~~ circular file. Each disposing clerk is required to maintain a file pertaining to his branch of work of rulings issued by Government and by the Sanitary Commissioner.

Vide rule 31.

Papers not coming under the disposal number system

77. The disposal list in its three series A, B and C, and the subject bundles referred to in Rule 74 take up all correspondence inward and outward.

The only papers, whose disposal are to be provided for are Registers, Gazette and other periodical publications and books.

78. A label should be affixed to the outside cover

cover of each register showing the number, name, authority prescribing, volume and period of retention.

Registers.

Registers must be written in volumes continuously numbered and no fresh register may be opened with the commencement of a new official year, unless the blank pages in the previous ~~year~~ volume have been completely written up.

79. A stock list of registers should be maintained in a bound book in the following form:

Stock list of registers.

NO.	Name of register	Heading of the columns of that register.	Authority prescribing.	Period of preservation.	Remarks.
1	2	3	4	5	6

All changes made as regards the form or maintenance of the registers should be immediately noted against the entry concerned quoting the authority in column 4.

For the stock list a few of the pages of the bound book would suffice. The rest should be used as a ledger for each register, information being noted under the following columns or headings:-

No. of volume	No. of pages.	Date of opening	Date of closing	Due date of destruction	Date of transmission to record room.
1	2	3	4	5	6

Shelf in which lodged.	Initials of the Record Keeper.	Destruction remarks with initials.
7	8	9

The number and name of the register should be written in bold characters at the top of each page allotted to a register.

Gazettes.

80. As each Gazette is received, portions of special interest to the office should be detached and eventually bound for preservation. The rest of the Gazette should be put in an annual bundle and destroyed at the end of two years.

Departmental reports and other publications

81. Such publications as can go into the Library should be put therein, the library catalogue being entered up as additions are made.

Administration reports of the Departments with which the office has any degree of concern and magazines should be periodically bound up, the volumes being numbered. The annual reports of all other departments should after perusal be filed and sold as waste paper at the end of two years.

Monthly Proceedings of Government.

82. Volumes of the monthly proceedings of Government should be unbound and portions of interest detached, two years after the period to which the proceedings relate. The detached portions should be conveniently bound and the rest destroyed.

destroyed.

Chapter V.

Indexing

83. Immediately after the disposals (A and B Series) are entered in the disposal lists and before they are put into the appropriate shelf in the record room they should be indexed.

Stage at which indexing is done.

84. Indexing should be done on loose forms which should be bound up at the end of the year. The system of indexing to be followed is the alphabetical. The abstract of the purport in the index, the docket on the despatch sheet and the abstract in the disposal list should be identical. The catch-word in the docket should be the index word or one of such words. The index words should be such as to facilitate the tracing of precedents and for this purpose the words selected should be of a general nature but not too general. That is, they should be sufficiently restricted, to prevent so large a number of entries coming under one heading as to impair the usefulness of the index for ready reference. Special attention should be paid to cross-referencing and care should be taken to index a file under all the words under which it might possibly be looked up and especially under the names of the persons and of places, if any, concerned.

Mode of indexing.

85. The Deputy Sanitary Commissioner should occasionally scrutinise the work and see that it is carefully performed. He should periodically examine the disposal lists in the A and B Series and satisfy himself by reference to the entries in column 10 of these lists, that there has been no undue delay

Scrutiny of the work of indexing.

delay in indexing disposal files. He should also examine the disposal list C Series to see that no papers likely to be required for future reference have been included in it by inadvertance or in order to avoid the trouble of indexing.

Chapter VI.

Periodicals

Stock list of periodicals.

86. A list of the periodicals returns and reports due from the office as well as a list of those due from subordinate offices should be maintained, changes, if any, being from time to time posted in it. This is a permanent list and the reports and returns should be grouped in it as " Monthly ", " Quarterly " etc.

Numbering in the stock list.

87. Each periodical is numbered in the stock list and to each issue of a periodical a subsidiary number is given. Thus if the return of fresh men entertained in service bears the number 12, the returns for the first quarter will be periodical number 12.1. For the second quarter 12.2, for the 3rd quarter 12.3 and for the 4th quarter, 12.4. Similarly in the case of a monthly return bearing number ~~25~~ 60 the return for the first month will be 60.1 for the second month 60.2 and so on.

The periodical register.

88. Periodicals differ from ordinary correspondence in having a fixed date for their submission. They therefore admit of being displayed before-hand in a special register instead of being booked as they arise like ordinary correspondence. At the commencement of each quarter, the several returns and reports

reports for the submission, scrutiny or review of which the office is responsible should be entered in a register in the order of their falling due. The headings of the columns in this register are as follows:-

1. Number of the periodical
2. Name of the periodical
3. Due dates (i) In-coming
   (ii) Out-going
4. Name of the clerk responsible
5. Number and date of reminders received from Government or from other Departments to which the return is due.
6. Name of the officer or officers from whom the periodical is due.
7. Dates of reminders sent to such officer or officers.
8. Date of receipt of periodical
9. Abstract of reference if any that arose from the scrutiny of the periodical.
10. Number and date of reply
11. Number and date of disposal or copy of the order of disposal.

Note - A monthly return should be booked 12 times in the register, and a quarterly 4 times and so on. If a return is obtained from several officers the names of the officers furnishing information should be entered seriatim in column (6).

Daily calendar of periodicals

89. A daily calendar for every month should be posted up and kept for ready reference, showing (1) the due dates of incoming and outgoing returns during the month and (2) in the case of preliminary action if any, to be taken by the office for the collection or tabulation of material for outgoing returns - the date on which such action has to be taken or from which the work of tabulation has to be commenced.

commenced.

90. The disposal clerk concerned should scrutinise each return or report as it is received to see that it is not dificient in any particular and is free from discrepancies. He should on no account postpone the scrutiny until after the receipt of the return or report from every one of the several officers from whom it is due.

Prompt scrutiny of periodicals received.

91. The periodical register should be examined at least once a month by the Deputy Sanitary Commr. and any delay either in calling for incoming returns not received on the due dates or in the submission of outgoing returns or in scrutinising returns as they are received, should be suitably noted.

Examination of the periodical register.

92. The following instructions are laid down for checking the the weekly and monthly returns of the progress of vaccination:-

Weekly & monthly returns of vaccination.

1. See that to every diary of a Deputy Inspector of Vaccination, a statement showing the results of the verification of vaccinated cases is attached: should this statement be omitted, call for it.

2. Irregularities, if any, in the work of vaccinators, revealed by the results of verification, should be put up for orders.

3. See that in the monthly returns furnished by the medical subordinates, the prescribed certificate relating to the accuracy of the estimated number of unprotected children in their area is recorded.

recorded.

4. The want of facilities for vaccination work etc., brought to notice in the returns should form the subject of a separate communication to the President of the District Board or other authority concerned.

5. Maintain a list of all areas where the compulsory vaccination regulation is introduced and carefully watch the progress of vaccination in them. In cases where the progress of vaccination is not satisfactory ascertain ~~satisfactory~~ ~~ascertain~~ the causes and address the President of the District and Municipal Boards concerned. A separate register should be maintained for compulsory areas to record the progress from month to month and the action taken, a separate page being set apart for each area. This register should be submitted for inspection and orders at intervals of three months.

6. The progress of work of each vaccinator every month should be compared with the monthly average number of vaccinations done during previous years and any abnormal falling off in the number suitably noticed.

Vaccination diaries.

93. The diaries of the Deputy Inspectors of Vaccination are best checked in batches of four together making up a period of one month. The following points should be remembered in checking the diaries:

(1) whether the tour programme has been kept up and if there has been any deviation, whether there is sufficient justification for it.

(2) Whether the prescribed number of days has been spent out of head quarters.

(3) Whether the villages in the interior of Taluks have received sufficient attention or whether

whether the Deputy Inspector of Vaccination has merely confined his inspection to road-side villages.

(4) What steps the Deputy Inspector of Vaccination has taken to ascertain the total number of unprotected children in the area he inspects and what arrangements were made to reduce the " unprotected " list, and

(5) Whether the work of vaccinators is verified by the Deputy Inspector with reference to the returns submitted by them.

All remarks made in the returns on which action by the office is necessary should be extracted on a routine note form and dealt with as if it were a separate communication by itself.

Any low percentage of success of vaccinated cases should be noticed and the causes therefor ascertained.

Diaries of District Sanitary Officers.

~~94.~~ In checking the diaries of District Sanitary Officers the following points should be kept in view:-

1. That the prescribed maximum halt at head quarters is not exceeded.

2. That the tour is made up of slow marches and reasonably long halts, unless the prevalence of epidemics necessitates rapid itineration.

3. That the District Sanitary Officer gives his preferential attention to prevention of epidemics in his area and that he stays in a central place in the affected locality for a sufficiently long period to admit of personally adopting or supervising the adoption of measures needed to prevent the spread of the epidemic.

4. That entries in the Birth and Death registers in the places he visits are as far as possible

possible verified by local enquiry.

5. That the departmental instructions issued from the office in regard to the sanitary education of the people, inspection of villages, verification of vaccinated cases, systematisation of vaccination work etc., are receiving due attention.

6. That the diaries are free from vague statements and recommendations suggestive of lack of earnestness of work and

7. That there is evidence of the District Sany. Officer himself taking the initiative in sanitary matters by addressing the Deputy Commissioner or President of the District and Municipal Boards and following up his suggestions, recommendations or proposals by subsequent correspondence that may be found necessary.

The Deputy Sanitary Commissioner to scrutinise diaries.

95. The scrutiny in respect of the various items outlined in the preceding paragraph will usually be exercised by the Deputy Sanitary Commissioner, who should note on the margin of the diary before passing it on to the Sanitary Commissioner.

Communication of orders passed on diaries

96. The remarks and orders on diaries will, as a rule, be communicated to the District Sanitary Officer in the form of an extract from the diary with the remarks or orders copied on the margin, for information, guidance, action or report, as the case may need.

Monthly summary of work of Sanitary Officers

97. With the object of reviewing, as a whole the work done by the District Sanitary Officers during each month, the weekly diaries for that month separately

separately for each District will be put together and a classified statement prepared by the office for perusal and orders. This statement should show at a glance the items of work to which it is necessary to call the attention of the District Sanitary Officer,

Monthly summary of recommendations made in diaries.

98. In preparing the statement special care should be given to summarising the suggestions and recommendations made in the diaries, for sanitary improvements - major and minor. A synopsis of this nature should be recorded every month in order that material, based on actual inspections, may be available for future reference in connection with the formulation of sanitary programmes.

Daily returns of epidemic diseases.

99. The daily plague and cholera reports received from the Deputy Commissioners of Districts should ~~be~~ entered in a register to show daily totals returned for each District. The figures for the week ending Friday should be ruled off, totalled up, compared with those reported in the weekly returns, and adopted for the abstract statement published in the Gazette. At the end of every month the total for the month should be entered in red ink.

Points to be noted.

100. In regard to daily reports of epidemics the following points should be noted:-

(1) That the interval between the date of occurrence of a case and the date of report is not unusually long,

(2) That a report in accordance with departmental rule is received in time from the District Sanitary Officer concerned as to the preventive measures initiated or adopted by him in the affected area, and

and

(3) That, as far as possible, prompt notice is taken by the local authorities of the occurrence of first cases of plague or cholera.

101. An abstract bulletin should be submitted to the Dewan of Mysore embodying the figures for plague and cholera reported in the daily returns received during the day.

Periodical returns published in the Gazette.

102. The following statements are sent for publication in the Mysore Gazette:-

1. Abstract statement of plague cases and deaths. (Weekly)
2. Abstract statement of cholera cases and deaths. (Weekly)
3. Mortuary return for Bangalore City. (Weekly)
4. Mortuary return for Mysore City. (Weekly) and
5. Statement of the progress of inoculation (Monthly).

Monthly mortuary returns.

103. The monthly mortuary returns received from Districts should be scrutinised with care and any abnormality in the figures returned for particular places pointed out for orders.

Progressive record of vital statistics for districts and towns.

104. A register should be maintained showing, separately for each diasease, the death-rate recorded during each year commencing from 1890 in the areas enumerated in annual form number II. The mean death-rate for every 5 years should be entered in red ink. The recorded birth-rate with quinquennial averages should also be noted. This register will furnish for ready reference a progressive record of the state of public

public health in the Districts and towns and of the intensity of prevalence of the chief disease in them.

Compilation of annual statistics.

105. As each mortuary return is received, the figures required for the annual statements should be extracted and classified under appropriate heads - so that at the end of the year material may be ready at hand for compiling the annual statistics.

Scrutiny of annual reports and their review.

106. The annual returns and reports received from subordinate offices should be checked to see that they contain the prescribed information. Important passages should be noted upon and put up for orders. In the case of annual reports sent in by District Sanitary Officers an office memorandum may issue reviewing the work done during the year for which the report is submitted and suggesting useful lines of work for the future

Chapter VII.

Checking of arrears.

Method of determining " arrears ".

107. If a current register shows no entry in either of the last two columns it means that it is pending in the office. If it shows an entry in column 7 (a) and no entry corresponding to it in 7 (b), it is against some other office. If it shows an entry in the last column, it is out of the hands of the office as an arrear and is part of the record. The last column of the periodical registers are also similarly arranged.

Closing the current and periodical registers.

108. The following are the entries for closing the current and periodical registers and no others are

are permitted:-

(a) in lodged papers, the word " lodged " with the number in the C disposal list and date,

(b) in recorded papers, the word " Recorded " with number in A or B list and date,

(c) in filed papers, the word " Filed " and date,

(d) (where the disposal has been sent in original the words Dis. with date and initials of the head of the office.

(e) when carried forward to the next year's register an entry to that effect.

(f) when transferred to another current entry, a remark to that effect.

(g) in all other cases the number, year and series of the disposal.

Note 1 - " Lodged " is used of papers kept in the office and not communicated. It differes from " Recorded " in that it is used of papers of ephemeral importance which go into the routine or C Series.

Note 2 - " Filed " is similar to " Lodged ". But the papers pass into ~~stock or~~ circular files and do not pass into the record room.

Scrutiny of current and periodical registers & of disposal lists.

109. The Manager should examine the current and personal registers in the office once a week at least to see that reminders are being promptly issued and that there is no undue delay in disposal and should for the same purpose examine the bundles of papers pending with each clerk. At examination he should initial the register. He should keep with him a daily calendar of periodicals posted for the whole year (see also rules 9) and score off the entries as each periodical is attended to.

He should also examine the disposal list to see if the disposals up to the 3rd day previous at any

any rate have been sent to the record room and the record-keeper's initials obtained and that there is no undue delay in indexing disposed of files.

110. Once a month the current registers and ~~disp~~ disposal lists should be placed before the Deputy Sanitary Commissioner with a statement in the following form:-

Preparation of arrear lists.

Abstract of arrears in the Sanitary Commissioner's Office for 191 .

	Less than a week.	Less than a month but more than a week.	More than a month	Names of clerks with heaviest arrears and number of papers pending with each under all the heads.
I.				
Pending in the office.				
Current Register for Govt.				
Ordinary Current Register				
Periodical register.				

II.

	For more than a month.	For more than three months.	Names of officers responsible for references more than 3 months old with number of references pending with each.
Pending receipt of information from other offices.			
Current Register for Government.			
Ordinary Current register			
Periodical register.			

III. Number of disposals remaining to be acknowledged by Record-keeper

IV. Number of disposals remaining to be indexed.

V. Number of times the office registers have been examined by the Manager.

Manager.

To the above statement should be appended a list of papers pending for more than a month in the office and of references pending with other offices for more than 3 months. The former should have columns for showing the date of each communication, the current number and the reason for pendency. The latter should show besides the first two items, the substance of the reference briefly, the name of officer addressed and the dates of reminders sent to him. These lists need not be renewed each time. Once prepared they may be corrected from time to time and kept in use till they become too full of corrections to be easily perused.

111. Similar monthly abstracts with appendices should be obtained from subordinate officers before the 15th of the month following that to which they relate. The officer to whom the papers are thus submitted should return them quickly after perusal with his remarks, if any.

Issue of reminders.

112. Each disposal clerk shall be responsible for issuing reminders for incoming returns not received on the due date and for references which are not answered within a fortnight of the issue of the reference. For this purpose a printed reminder form consisting of a foil and a counterfoil, will ordinarily be used. The forms will be made up into blocks of two kinds - one intended for use in calling for periodicals and the other in connection with references to which replies are due.

Reminders to Government.

113. Orders should be obtained for sending in a reminder to Government. If a reminder is necessary, it should be in the form of a letter.

letter.

Form of reminder to Heads of Departments.

113. Reminders to other Departments should also be in the form of a letter.

Chapter VIII.

Record arrangements.

What records comprise.

115. The records shall consist of :-

1. All numbered disposals important & ordinary.
2. All routine disposals (C Series).
3. Statistical returns and other papers of a recurring nature, and
4. Such papers not coming under disposal as are transferred to the record room.

Incomplete and undisposed of files.

116. Incomplete and undisposed of files should, under no circumstances, be received in the records and and the record-keeper should decline to take any file the closing order of which is not attested by a superior officer.

Arrangement of records.

117. All numbered disposals whether indexed or not should be arranged in the order of their numbers. They should be tied up unfolded in bundles not inconveniently bulky between deal-wood boards or thick boards, on which should be posted, a printed slip showing numbers of disposals and the year.

The A, B and C Series should be kept separate but the disposals of different years in the same series must be together.

118. At the same time that a numbered disposal is brought into the records an entry showing the shelf in which lodged should be made in the disposal list as well as in the index register.

Entries in the disposal list and index register.

119. Registers should be arranged in the records according to their number in the stock list, different volumes of the same registers being together

Arrangement of registers.

120. No paper or volume may be removed without there being left in its place a slip setting forth the purpose~~s~~ for which the paper or volume is required. A similar trace should be left in respect to papers removed from one current file to another.

121. When papers are required from the record room for reference, a slip containing the particulars of the record as noted below should be sent in for every paper so required. The person taking papers out of the record room is held responsible for returning them as soon as possible. On the return of the papers the slip is to be returned and cancelled

Record requisition slip:

1. The date, number and description of the paper put up.
2. The date on which it is given.
3. The current number for the disposal of which the file is required.
4. Signature of clerk taking it.
5. Initials of the record-keeper.

122. All papers issued from the records should be entered in a special " Issue " register containing the following headings:-

headings:

Record issue register.

1. Serial number of the requisition.
2. Date of receipt of requisition.
3. Number, date and description of paper given.
4. Purpose for which taken.
5. Date of issue from records with initials of record-keeper.
6. Date of return.

Duties of record-keeper.

123. The duty of a record-keeper shall be to see

(1) that the records are properly dusted and kept tidy and that due precautions are taken for their preservation from damp, insects etc.,

(2) that no unauthorised person and particularly no person not belonging to the Department is allowed to enter the record room or have access to the records and that the rooms are securely locked when the office closes,

(4) that the prescribed registers are properly maintained, that the records are kept arranged in proper order and that soiled or torn labels, covers or wrappers are replaced,

(4) that requisitions for papers are promptly met with,

(5) that in restoring files, papers which do not belong to them are removed and

(6) that additions to the records are, upon receipt, placed in their appropriate position or formed into bundles and not allowed to accumulate.

The Manager should frequently inspect the record room and satisfy himself that the rules laid down above are strictly carried out. Once a month the Deputy Sanitary Commissioner also will inspect the

the record-room.

124. Destruction of papers should take place once a year at an appointed time.

Destruction of obsolete records.

The papers to be destroyed will be:

1. Disposals of the B Series of the 11th year preceding, with the exception of those marked for retention for a longer period.

2. Disposals of the C Series, bundles of routine returns, Gazettes omitting portions taken for binding, administration reports not required for further reference of the third year.

3. Volumes of registers ripe for destruction to be found out by consulting the ledger of registers.

At the time of destruction the fact that a paper has been destroyed and the year in which it was destroyed should be noted in a special register under the initials of the Deputy Sanitary Commissioner. The fact may also be noted in the disposal list by means of a rubber stamp bearing the inscription " Destroyed 19..... ".

If at the time fixed for destruction it is considered advisable for some special reason to retain certain files either permanently or for a longer period than ten years, such files should be picked out and carried forward to the A list or to the appropriate B list.

125. All manuscript papers and all printed papers which have not been published should be burnt in the presence of the Manager.

Mode of destruction.

Gazettes and other printed papers which have been published may be sold as waste paper.

Chapter IX.

Library and Furniture.

Chapter IX.

Library and Furniture.

126. All books and periodicals belonging to the Library of the office shall be placed under the charge of the Draftsman. The almirahs containing the books will be kept in the Sanitary Commissioner's room.

Charge of library.

127. All books purchased shall, immediately after the purchase, be brought on to the stock register, with particulars as follows:-

Stock register.

1. Name of book.
2. Number and date of Government Order sanctioning the purchase.
3. Date of addition to the Library and
4. Price of the book.

A rubber stamp shall at the same time be affixed on the inner fly leaf of the book showing the serial No. of the stock register, authority for purchase, price and date of addition to the Library.

128. All books shall be continuously numbered and the serial number in the register neatly labelled at the lower end at the back of the cover of the book.

Numbering of books.

129. All books shall be catalogued, - classified according to subjects, with names of authors arranged alphabetically for books belonging to the same class. The headings of the catalogue are:

Library catalogue.

Name of book.	Name of author.	Serial number in the register.

The catalogue should be revised from time to time as new books are added to the Library.

Library.

130. No books shall be lent out either to strangers or to officers of the department unless with the written permission of the Sanitary or Deputy Sanitary Commissioner. A receipt should invariably be taken for books removed from the Library which should be either returned or cancelled when the book is restored to its place. Ordinarily no books shall be lent out for a period exceeding one week. A loan book to show the name of ~~lending~~ book, name of officer to whom lent, date of lending and date of return, should be maintained.

Loan of books.

131. The duties of the Librarian shall be to

(1) to take charge of all books and publications made over to him;

(2) to maintain the library catalogue up-to-date by entering therein all receipts;

(3) to correctly label all receipts and deposit them in their appropriate places;

(4) to keep series of serial publications in a separate file till they are complete for being bound and to take orders for binding collections;

(5) to insert correction slips in volumes of enactments, rules, etc.,

(6) to report loss or injury and to promptly obtain orders about replacement or repair;

(7) to submit monthly reports of books removed and not returned; and

(8) to maintain the stock register of books and publications received.

132. It is also his duty to circulate in the prescribed manner the scientific magazines received, among the officers of the department. Magazines should be bound annually, each annual collection being reckoned as one volume. Bound volumes of magazines should be continuously numbered.

Circulation of journals.

numbered.

133. The Library will be examined by the Sanitary or Deputy Sanitary Commissioner once in five years and all obsolete and unnecessary books removed and sold by public auction, the library catalogue being suitably ammended at the same time.

Inspection of library.

134. A register of office furniture similar to that for books should be maintained. When any article is lost or becomes underviceable, the fact should be noted in the register. Once a quarter the furniture register should be verified and the result reported to the Deputy Sanitary Commissioner.

Stock list of furniture and quarterly varification.

Chapter X.

Accounts and cash transactions.

135. The Second Clerk will be in charge of the Accounts Section, including cash transactions in the office.

Charge of Accounts Branch.

He will maintain the following registers:-

(a) Register of incoming travelling allowanc bills.

(b) Register of incoming detailed contingent bills.

(c) Register of all other incoming bills which are passed on to the Comptroller for book adjustment, arranging payment or for audit.

(d) Register of daily cash transactions in the office.

(e) Register of monthly imprest balances.

(f) Order book for purchase of contingent articles.

(g) Register of daily contingent charges.

(h) Acquittance roll.

(i) Register of office copies of abstract contingent bills.

(j) Register showing the monthly expenditure out of the allotment annually made to Districts on account of contingencies and travelling allowances to officers and establishment.

136. Register (c) is intended to be a complete permanent record of disposals of all bills (other than travelling allowance and detailed contingent bills), either arising in the office or received from districts. Instances are: bills on account of purchase of books requiring payment through the Comptroller, bills on account of shed materials issued by the Forest Dept., conveyance allowance bills of Medical Officers and subordinates deputed for Plague and Cholera duty and so forth. Such bills should be brought on to this register irrespective of entries, if any, in the current register.

Recording disposals of bills of every description.

137. The Acquittance roll should be made out after the pay bill is approved and will be examined by the Deputy Sanitary Commissioner every month to ensure that payments made are in order.

Acquittance roll.

138. The purchase of every article of a contingent nature for use in the office should be covered by an order of the Sanitary or Deputy Sanitary Commissioner which should be obtained in the contingent order book. Petty items of expenditure not exceeding Re. 1/- in each case on account of cart-hire, freight, telegram charges etc may be incurred without previous sanction.

Purchase of contingent article.

sanction.

139. Register (j) should be carefully maintained and any tendency on the part of the officers to incur expenditure regardless of the allotment available checked.

Watching progress of expenditure.

140. Office funds must be deposited at the close of each day in the cash chest, the key of which shall be with the Second Clerk. The custody of office funds anywhere else than in the office chest or mixing office funds up with ~~the~~ private money is forbidden.

Custody of office funds.

141. A register of articles of stationery received and issued should be maintained in the prescribed form. The Stationery register should be submitted monthly for the inspection of the Deputy Sanitary Commissioner and verified by stock-taking every year.

Stationery accounts.

142. A similar register should be kept in respect of the forms stocked and issued.

Accounts of forms.

142. The forms in use in the office should be serially numbered and a stock file thereof maintained.

Stock file of office forms.

143. The forms required for use in subordinate offices should be supplied early in September each year on indents received. The forms should be carefully packed in deal-wood cases and despatched by rail. Each supply of forms should invariably be accompanied

Issue of forms to subordinate offices.

accompanied by an invoice which, on return duly receipted, should be filed in the office.

Stock file of departmental forms.

144. A stock file of departmental forms should be maintained.

Sanitary Commissioner.

P.H.

Appendix - 1

ALLOTMENT OF DUTIES.

The following is a brief outline indicating the allotment of work in the office:

Head Clerk - General supervision including maintenance of discipline, important papers and letters to Government, confidential cases: preparation of draft annual reports (Sanitation and Plague) for submission to the Sanitary Commissioner.

Deputy Clerk - Shall attend to such papers pertaining to the correspondence branch as are referred to him: Scrutinize the diaries of District Sanitary Officers (Chapter Vl); prepare the draft annual report on Vaccination; preparation of arrear lists (Chapter Vll).

Second Clerk - Accounts and cash transactions(Chapter X).

Draftsman - Preparation and scrutiny of estimates; preparation of type-designs; preparation of charts and statistics for the annual returns; charge of Library and Furniture (Chapter lX) and attending to papers connected with the Sanitary Board.

Third Clerk - Vaccination returns: Diaries of Deputy Inspectors of Vaccination; Daily report of epidemics, preparation of returns for publication in the Gazette; Monthly Plague return to the Residency and generally all work connected with vital statistics.

Record-Keeper- Duties laid down in Chapter Vlll. He shall in addition, attend to the weeding out of obsolete papers in the old records and take orders for their destruction. Indexing.

Typist

Typist - Vide instructions under " Typing

Fourth Clerk - Registration of covers; acknowledgment of receipts in peon books; maintenance of the (1) current register, (2) periodical register, (3) register of official publications received and (4) of disposal lists (vide Rule 73. For the present the 4th clerk will keep both the current register and the disposal lists).

Despatcher - Despatch of issues & maintenance of connected registers.

Attender - Shall do the work of a Mutchi and also assist the Record-Keeper.

Watchman - Shall attend to keeping the office tidy; dust the articles of furniture and sleep in the office during nights.

(One of the peons is detailed for duty as Watchman).

For Sanitary Commissioner.

Appendix II

Registers to be maintained in the office and the period of preservation of each

Serial No.	Description of register & reference to rule in the Manual	Whether to be permanently preserved, or not period of preservation	Remarks.
1	Attendance register	2 years	(Para 2 of the rules)
2	Character roll	Permanent	(8)
3	Register of Covers received	2 years	(15)
4	Current register (ordinary)	Permanent	(21)
5	— do — Government	— do —	
6	Periodical register	— do —	(23 & chap. VI)
7	Register of official or other publications received	10 years	(24)
8	Personal register of disposing clerks	2 years	(29)
9	Peon book	do	(59)
10	Tappal books	do	(59)
11	Service stamp account book	do	(59)
12	Stock list of registers	Permanent	(98)
13	Register showing daily figures from plague & cholera	2 years	(98)
14	Register showing the death-rate & birth rate in specified areas from year to year	Permanent	103
15	Record issue register	2 years	(121)
16	Register of records destroyed	Permanent	(123)

17	Stock register of books	Permanent	(125)
18	Register of books issued on loan	do	(129)
19	Stock list of furniture	do	(133)
20	Register of incoming D.A. bills	10 years	(134)
21	Register of incoming D.B. bills	do	
22	Register of all other incoming bills which are passed on to the Comptroller including bills relating to materials supplied for health sheds.	10 years	
23	Register of daily cash transactions in the office	Permanent	
24	Register of monthly imprest balances	do	
25	Order book for purchase of contingent articles	10 years	
26	Register of daily contingent charges	~~Permanent~~ 10 years	
27	Acquittance roll	Permanent	
28	Register of office copies of D.B. bills	do 10 years	do
29	Register recording the progress of expenditure obt. of allotments made under contingencies & travelling allowances	2 years	
30	Register of receipt & issue of stationery	do 10 yrs.	do
31	— do — forms	do 2 yrs.	
32	Office order book	Permanent	
33	Service registers	do	

A. Srinivasan
For Sanitary Commissioner

Schedule of records other than registers to be (i) permanently preserved and (ii) preserved for a specified period —

Description of Record	Period of preservation	Remarks
A. Series.		
Circular Stock files		
Important papers such as (a) notes of inspection of towns and villages by the Sanitary Commissioner & the Deputy Sanitary Commissioner (b) Schemes for Sanitary improvements including Town-planning, extensions, water supply, drainage (c) papers relating to the proceedings of the Sanitary Board.	Permanent	
Records pertaining to personal questions such as appointment, advancement, retirement from service, punishments etc. of every member of the Department. Papers relating to efficiency and procedure in the Department		
Annual departmental administration reports, schedules of establishments sanctions for purchase of stock e.g. Books, furniture & fittings, apparatus & chemicals etc. Papers connected with "organisation and development" questions.		
Disposal lists.		
Magazines	Bound up and permanently preserved	
Monthly summary of recommendations and suggestions made by the District Sanitary Officers.	Permanent	
Stock files	— Do —	
Stock files of forms.	— Do —	

B. Series		
Correspondence less important than above; monthly mortuary returns.	10 years.	
C. Series. Record requisition slips. Applications, petitions. Daily reports of plague, cholera and small-pox. Weekly returns of plague & cholera. Weekly vaccination returns monthly vaccination returns. Diaries of Deputy Inspectors of vaccination, diaries of District Sanitary officers, weekly & monthly inoculation returns, monthly plague reports to the residency. Portions of gazettes not required —	2 years.	
Sanitary Administration reports of other departments.	2 years.	sold as waste paper
Monthly proceedings of Govt.	2 years with the exception of such portions as are of interest which should be conveniently bound up and preserved permanently.	
Monthly mortuary returns	10 years.	
Arrear lists, reminder counterfoil books. Record requisition slips.	2 years.	

M Srinivasa Rao

for Sanitary Commissioner

List of periodical returns, inward and outward.

Serial No.	Description of periodical	26 Inward		26 outward	
		From whom	Due date	To whom	Due date.
	Daily				
	Daily reports of Plague and Cholera	The Deputy Commrs. of Dists. and Health Officer of Bangalore, Mysore and Kolar Gold Flds.	Daily	Dewan	Daily
	Weekly				
	Returns of Plague attacks & deaths	- Do -	Every Monday	Compiler Mysore Gazette	Every Tuesday
	— Do — Cholera	- Do -	- Do -	- Do -	- Do -
	— Do — Inoculations performed	Dist. Medl. Sany. Officers	- Do -	- Do -	- Do -
	— Do — Births and Deaths in Bangalore, Mysore & K.G. Flds.	Health officers	- Do -	- Do -	- Do -
	Diaries of Deputy Inspectors of Vacen	Dist. Sany. Officers	Thursday of following week		
	Diaries of Dist. Sany. Officers (Thro' the Deputy Commrs.)	- Do -	- Do -		
	- Do - Health Officers Bangalore, Mysore K.G. Flds. (Thro' respective Residents)	Health Officers	Last day of following week		
	Monthly				
	Review of incidence of Plague and measures adopted.	Dy. Commrs. of Dists & Health Officers of Cities	20th of following month	The Hon'ble the Resident	1st of the month but one month.
	Return of Progress of inoculation.	Dist. Medl. & Sany. Officers	10th of following month.		
	Return of Progress of Vacen. in rural areas	- Do -	Last day of following month		
	- Do - in urban areas (in Dist. where the D.M.O is also the D.S.O)	- Do -	- Do -		
	- Do - in Dist. where the DMO is distinct from D.S.O).	Every medl. Subordinate	10th of following month.		
	Tour programmes of Dist. Sany. Officers (Thro' the Deputy Commrs.)	Dist. Sany. Officers	5th of every month.		
	Statement of Sany. Lectures delivered	- Do -	10th of following month.		

Statement of work done to helps Village Improvement Committees	Dist: Sany officers	10th of following month	Government	
Mortuary returns	Deputy Commissioner	15th of the next but one month.		From time to time ordinarily every Each year
Monthly —				
Detailed Contingent Bills	Director, Public Health Institute; Officer i/c Vaccine Institute; Distt: Sany: Officers; Supto: Leper Asylum	Before the close of the 1st week following the month to which the bills relate	Comptroller's Office	15th of the following month.
Travelling allowance bills of Medical Officers & Subordinates	Distt: Sany Officers, Dy: Inspectors of Vaccination & Vaccinators	10th of the following month.	— do —	20th of the following month.
Statement of Departmental Circulars			Secretary to Govt.	As early as possible after the close of the month.
Statement of Pending references	All Subordinate Officers	5th of every month.		
— do — with Govt.			The Personal asst. to H. H. the Yuvaraja	5th of every month.
Statement of leaves granted to Officers and Subordinates in the Deptt.	— do —	— do —		
Statement of Expenditure incurred out of the budget allotments under Travelling allowance and Contingencies	— do —	— do —		
Statement of Vacancies among Vaccinators and arrangements made for Conduct of work of the Subordinates	— do —	— do —		
Bimonthly Statement of Dists. and towns removed from the list of infected areas.			Secy: to Govt.	10th of the following month.
Quarterly Statement of Freshmen Entertained	All Subordinate Officers.	5 days previous to the limit prescribed in Column 5	Secy: to Govt.	within the close of the month following the quarter to which they relate
— do — Promotions given.			— do —	— do —
— do — Pending pension applications			— do —	Not later than the 10th of the month following the quarter —
— do — Dismissed officials of and above the rank of Peons			— do —	within 2 weeks of the close of each quarter
Progress report on important subjects			— do —	Soon after the quarter.
Half yearly —				
Confidential Reports re the work done by grades officers.	Deputy Commrs. President of Bangalore, Mysore & Kolar Gold Flds. Director, P. H. Inst. Officer i/c V. Inst. &c.	10th July and 10th January each year	Secy to Govt.	20th July & 20th January each year.

Statement of officials drawing a pay of Rs 70/- and above.		10th July & 10th January each year.	Secy: to Govt	15th July and 15th January each year
Statement showing the demands collection and balance in respect of supplies made on credit	Officer in charge - Vaccine Institute.	25th July & 26th January	- do -	1st February & 1st August each year.
Gradation List of the Sany. Dept.			- do - & Comptroller	1st March & 1st September each year.
Statement of work done in this office during the half year			Secy to Govt	Before the end of the month following the half year.
Statement of work of touring and inspection during the half year			- do -	- do -
Statement showing the incidence of epidemic diseases in urban and rural areas, the preventive measures adopted and the expenditure incurred in each local area. (Vide G.O. 200 8601-9 San: 91-15-6, dated 25-5-1916)	Deputy Commissioners of Districts and President of Dt: Board.	5th August & 5th February		
Statement showing the probable amounts of expenditure that should be provided for in the district and municipal budgets under "Epidemic charges"			President of District and municipal Boards	15th January
Yearly				
Tenders for the supply of diet articles	Superintendent E.D. Hospital Leper Asylum	18th December		
Works to be undertaken by the D.P.W.		15th December	Superintending Engineer	1st January
List of Europeans & Eurasians	Dy: Commrs. of Districts	5th January	Secy: to Govt	15th January
Budget Estimates of the Sany: Deptt	Officer in charge Vaccine Institute Director P.H. Institute.	7th January	- do -	15th February
Particulars for embodiment in the municipal & district fund budget		15th January	Presidents of Dists: (Thro' the D.S.05)	
Stationery Indents		15th February	Superintendent of Stationery	15th February
Acknowledgements for permanent advance.		15th July	Comptroller	15th July
Brief account of the work done in the Deptt.		15th July	Secy: to Govt	Not later than the 31st July
Returns of Vaccination for embodiment in the municipal and dist: fund administration reports.	District Sanitary Officers	15th July	Presidents of Dists: (Thro' the D.S.05)	20th July
Schedule of establishment		July	Comptroller	15th August

Annual report on Sanitation with 12 appendices.	Vide note below.*		Govt.	1st May
— do — Vaccination with 5 appendices	Dist Sany: Officers	15th March	— do —	— do —
— do — Vaccine Institute with 2 appendices	Officer in Charge, Vaccine Institute.	1st April	— do —	— do —
— do — Chemical and bacteriological work done in the Public Health Institute	Director Public Health Institute	1st April	— do —	— do —
— do — on Plague administration with Statement A. B. C. D and H	Dy: Commrs. of Kolo. and Presidents of Bangalore, Mysore and K. G. Fields	15th August.	— do —	30th September

*The following and additional particulars, if any, are called for at the beginning of each Calendar year for incorporation in the Annual Sanitary Report.

(a) Note on rain fall	Meteorological Reporter —	15th April.
(b) — do — Prices of food grains	Rev: Commrs	— do —
(c) Report on general history of Chief diseases including results of treatment in Plague Hospitals and the number of inoculations done.	Dist. Sany. Officers & Health Officers	10th March
(d) Statement of Sanitary works carried out in Municipalities out of special funds	Presidents of Dt: & municipal Boards.	— do —
(e) Statement of Sanitary works carried out in municipalities out of General State Funds.	Comptroller Public works Department	15th april
(f) List of Sanitary Schemes projected or undertaken during the year.	Sanitary Engineer	— do —
(g) Particulars of village sanitation and progress of work done by village improvement Committees —	Deputy Commrs. Districts	10th March
(h.) Statement of net receipts and Expenditure under Conservancy —	— do —	— do.
(i) Statement showing principal sanitary defects of circles and steps taken to remedy them.	— do —	— do —

For Sanitary Commr.

196

D. Ord 113
Enc one.

Office of the Sanitary Commissioner
with the Government of Mysore,

Bangalore dated the 7th June 1916.
15th

Dear Sir,

Your D.O. No. 2/E.A.G. dated the 15th Feb. 1916. I fear the modifications proposed by you would involve the introduction of, in some cases, entirely new methods of procedure which demand a high level of intelligence in the clerks. However, in view of the obvious advantages of the system, I am prepared to introduce it from the 1st July next, if by that time the Manual as revised is approved by Government.

2. Three new appendices are added to the Manual as suggested by you when we last met in my office.

Yours sincerely,

To

N. Madhava Rao Esq., B.A., B.L.,
Assistant Secretary to Government
of Mysore, Efficiency Audit Branch,
B a n g a l o r e .

197

G.R.S. 28]

E.A.G File No. 2

Serial No.

Diary No. of letter replied to

GENERAL AND REVENUE SECRETARIAT.

( )

, the 191 .

Date of issue 26-6-1916.

Signed by [illegible]

Proceedings of the Government of His Highness the Maharaja of Mysore

READ—

Correspondence ending with letter No.113/D.O. dated the 15th June 1916 from the Sanitary Commissioner with the Government of Mysore submitting for approval a draft Manual

~~ORDER THEREON.~~ No.

for his office and stating that he is prepared to introduce the disposal number system in his office from the 1st of July next.

ORDER No.2/E.A.G. dated the 26 June 1916.

The draft manual is approved.

The *over*

SUBJECT.

198

The Sanitary Commissioner will as proposed introduce the new system in his office from the beginning of the next official year and at the end of one year submit a report on the manner in which it has worked with particular reference to the adoption of three series of disposals instead of two as in the Revenue Department.

24.6.16.

Secretary to Government,
General Department.

To

The Sanitary Commissioner with the Government of Mysore.

copy to Bor IV with file

G. R. S. 26]

1199 File No.

Serial No.

Diary No. of letter replied to .....

No. 2 - E. A. 9
Enc. 1

General and Revenue Secretariat
( )
the *191* .

To
The Secy. Coorg
in Mysore

Date of issue 9- 8- 1916.

Signed by Rao Sahib A. Madhava Rao

Sir,

I am directed to ~~return herewith the~~ draft of your office manual which has been approved in G.O. No. 2 — E.A.9 of the 26th June 1916. The few corrections made in appendix II of the manual may be kindly caused to be noted ~~and~~ the copy herewith sent being returned.

over.

Hcop P.

BJECT.

200

of the manual sent for the use of this office.

Thanks

Mr

Forsey Report

Gulewych

note 6/8.

List of enclosures